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November 6 and 7, 1945

EARLY in the spring of 1945, when President Margaret C. Norton appointed a committee to prepare a program for the ninth annual meeting of the Society of American Archivists, she was dubious about the entire matter. The United States, at that date, was at war on two fronts: Germany had not yet capitulated; Japan was still a formidable enemy. The ODT ban on conventions was firmly in effect. It seemed almost futile, in the face of such formidable obstacles, to make any preparations for a meeting.

The program committee, too, accepted their appointments as mere gestures of formality and little dreamed how a few months' time plus two atom bombs would alter everything. First came the surrender of the Nazis in May, and then, in August, Japan. Excitement not only reigned throughout the nation and the globe but a current of it vibrated through the officials of the Society of American Archivists. Soon after V-J Day, the ODT lifted the convention ban and prospects brightened. A meeting was possible, but where? Letters flew back and forth and finally the Council voted to accept the gracious offer of the Indiana Historical Society, the Indiana State Library, and the Indiana Historical Bureau to meet in Indianapolis jointly with the American Association for State and Local History. November 6 and 7 was set as the date for the archivists' meeting.

Then President Norton was faced with a new dilemma. The chairman of the program committee asked that he be relieved of his appointment. A meeting imminent; a place selected; but no program in sight.

The letter which Miss Norton addressed to this writer on September 14, 1945, carried a note of desperation. So desperate indeed was the appeal that the recipient hadn't the heart to refuse.

So she jumped into the breach and for the next six and one-half weeks she went through one of the most hectic, exciting, yet delightful times of her life. Fellow members of the committee, the officers of the association, and the chairman of local arrangements, were all most helpful. In general, those who were asked to participate responded promptly and even if they themselves could not accept, at least they were able to suggest alternative possibilities.

All in all, it was an amazing and gratifying revelation to the program chairman to learn how efficiently and willingly the members of the Society could and did co-operate to make this meeting possible. To them is due the credit for whatever success the chairman had in bringing the meeting to function and she is deeply grateful for the splendid spirit manifested and wishes to take this occasion to express her appreciation.

A few of the members, including the writer, arrived earlier to attend a meeting of the Joint Committee on Internships, but by early afternoon on November 5, delegates began to appear in the lobby of the Severin Hotel, headquarters for the sessions.

Much could be written about the behind-the-scenes episodes, such as the pleasant dinner party for the twelve early arrivals that took place at the Canary Cottage the evening of November 5, or the unpleasanties experienced by two officers of the American Association for State and Local History as a result of a delayed arrival and a mix-up about hotel reservations (page the North Carolina Department of Archives and History for further details), but on the whole, the accommodations were satisfactory, the food good, and the weather surprisingly mild. Altogether, 79 were registered as present with a representation from 21 states and the District of Columbia.

The opening session on "Archival Equipment and Storage," was presided over by Miss Helen L. Chatfield of the Bureau of the Budget, Washington, D.C., who introduced Mrs. Herbert Gambrell of the Dallas Historical Society as discussion leader. Mrs. Gambrell, in her introduction, pointed out that suitable equipment for the housing of records was a common-denominator problem of all record-preserving institutions and that the exchange of information and experience among archivists might have a creative effect in formulating standards of desirability. Among those who contributed to the discussion were Herbert O. Brayer, archivist of the state of Colorado, who stated that in planning for equipment for their new

building he aimed principally at flexibility; Solon J. Buck, archivist of the United States, who described the cardboard boxes now being used extensively at the National Archives; Miss Margaret Norton, archivist of Illinois, who recommended the use of standard vertical cabinets; Mr. Root of the Westinghouse Company, who described the storage methods of his firm; Henry H. Eddy of the New York state archives, who explained an ingenious solution for housing records of both letter and legal size; Commander Emmett Leahy of the U. S. Navy, who discussed the storage problems encountered by the Navy; and C. C. Crittenden of the North Carolina archives who commented on the unsolved problem of handling voluminous amounts of record material.¹

In conclusion Mrs. Gambrell expressed the hope that while as yet no panacea or rule of thumb solution existed, there might emerge, through a conscious grouping of institutions with similar problems, several key solutions in order to produce equipment in sufficient mass to reduce the cost.

At the conclusion of the morning session the members dispersed to allow the room to be set for the luncheon session that followed immediately. Harlow Lindley, of the Ohio State Archaeological and Historical Society, presided at this session where Governor Ralph Fesler Gates offered greetings and a welcome to the assembly. Dr. Lindley then introduced Eli Lilly, president of Indiana Historical Society, who told the story of the archaeological and historical research in deciphering the meanings of the Walam Olum, the first written record of an American Indian tribe—the Delaware. Mr. Lilly illustrated his talk by drawing certain of the characters of the Walam Olum on a portable blackboard and comparing these with somewhat similar characters and meanings in the Chinese language.

After a brief intermission the group reassembled for the first afternoon session at which Herbert A. Kellar, of the McCormick Historical Association, presided. The subject of this session was "Manuals for Records," and the first speaker was Philip C. Brooks, of the National Archives, whose paper was entitled "A Bulletin

¹ The writer was prepared to enter the discussion with a suggestion that more information should be secured on the possibility of utilizing new materials such as plastics, magnesium, and other lightweight metals for containers and the comment that the Society ought to co-operate with manufacturers to test and secure production of equipment suitable to archives, but the liveliness of the discussion convinced her that she could voice this comment in print and save the limited time of the session.

for Administrators." In this paper Dr. Brooks explained that the Public Administration Service in Chicago had asked him to prepare a bulletin on records administration for use at all levels of government, especially state and local. At the same time, the Society of American Archivists' committee on records administration had been requested to turn its attention to the state field. In analyzing the problem, Dr. Brooks enumerated five phases of records control: control of creation; current records management; records selection for retention and disposal; disposal of valueless records; and administration of valuable noncurrent records. Dr. Brooks revealed that this bulletin was now well under way but asked for constructive suggestions from the audience.

The second speaker, Harold S. Burt of the Connecticut State Library, cut short his "Report on Manuals for Local Records Officials" by distributing a brief outline listing the various topics he planned to include in his bulletin and asking the assemblage to comment upon this outline.

Discussion followed with comments from Dr. Buck, Mr. Eddy, Dr. Kellar, and Miss Norton.

Miss Margaret C. Norton, retiring president of the Society, presided at the dinner session that evening and introduced Solon J. Buck, archivist of the United States, who in turn introduced the two speakers of the evening: Oliver W. Holmes and William D. McCain, whose general topic was "Archives of Enemy and Occupied Countries."

Dr. Holmes, of the National Archives staff, described in a most informative paper the role that the National Archives had played in the protection of archives in war areas. He told of the contributions made by Ernst Posner and Fred Shipman in making fellow archivists and American statesmen aware of the urgency of the matter; he explained the work of supplying information on archival repositories to the Dinsmore committee and he displayed an atlas prepared by the National Archives for field use by military officials as well as samples of the lists of archival repositories supplied to the Provost Marshal General's Office. He explained how these lists were used by the personnel of the Monuments, Fine Arts, and Archives units to identify and check on archival buildings and their contents.

He also explained how the National Archives had acted as adviser to the War Department and finally he told of the direct work of

Mr. Shipman, Captain William McCain, and Mr. Sargent B. Child in the European theater.

On the Pacific theater, Mr. Holmes told of the efforts of Major Arthur E. Kimberly in the Philippines and mentioned that Captain Collas Harris had recently been assigned to similar work in Japan.

In a lighter, equally lengthy, but much more satiric vein, Captain McCain of the Mississippi Department of Archives and History, told of his experiences in guarding, restoring, and preserving the archives in the European theater, particularly in Italy.

Both papers were enthusiastically received and evoked spirited discussion from informal groups after the session adjourned.

On the morning of November 7, the session on "War Records and Reconversion" was presided over by Jack Oakey, director of the National Field Service of the American Legion. The first speaker introduced was Major Charles M. Thomas, of the United States Army Air Forces, who has been in charge of the historical work at the Air Technical Service Command at Wright Field. Major Thomas explained that since 1926 the Air Technical Service Command has been responsible for the experimental development, procurement, supply, and maintenance of all Army Air Forces material and because of this the command had records and statistical reports, any single one of which could be weighed in pounds rather than ounces. A partial solution to the voluminous mass produced has been to resort to microfilm but Major Thomas explained that microfilm with destruction of the originals was not the entire solution and that certain less voluminous but historically more important files were being preserved intact.

In the second paper, Captain Victor Gondos, Jr., of the War Records Office, the National Archives, told of the role played by the National Archives in assisting federal war agencies in the retirement of federal war records. He pointed out the vital need to safeguard the war records and told how the National Archives and Historical Records Survey had engaged in surveys of federal record holdings previous to the outbreak of war in Europe and that these had revealed that at the time of the Pearl Harbor disaster the federal government was already staggering under a burden of some ten million cubic feet of files materials. When the problem of war-time records faced the government, the National Archives determined to improve on the records situation of the first World War

and acted as liaison for three organizational areas: the regular military agencies; the emergency war agencies; and the regular peace agencies. He then proceeded to tell of the nature of records work in each of these three areas and the activities and achievements of the archives staff members with their task. He pointed out the team play between the National Archives and the Budget Bureau in a continuous never-ending operation on the retirement of agency records.

In the third paper that followed, Miss Frances T. Bourne of the National Archives gave a specific recital of the records retirement program of one particular war agency, the Petroleum Administration for War. Under the humorously cryptic title of "Putting PAW to Bed," Miss Bourne gave a brief history of the agency and its twenty-two field offices and the inherent complications in its record system. She related how in June, 1943, Mrs. Ina L. Allmendinger was appointed administrative analyst within the agency to help solve the difficulties arising from existing filing schemes but explained the limitations on control given to the analyst. She reported on the efforts made to compile a history of the agency under the supervision of John W. Frey and Carl Lokke, and finally told of her own role in making a survey of all PAW records, in the Washington office and her consequent recommendations for the ultimate permanent retention, temporary retention, or disposal of various records at the termination of the agency.

Miss Bourne also explained the problem of disposition of field office records which was made more urgent by the sudden approach of V-J Day. She related how she and Mrs. Allmendinger made a cross-country trip last September to the four district offices at Houston, Los Angeles, Denver, and Chicago, and of the problems they met and the solutions or semi-solutions they worked out. She concluded with the pious hope that now that PAW had been put to bed let us "hope that he sleeps soundly forever after."

From the military and federal agencies the attention of the audience was now turned to the problems of the home front as Karl Hartzell, director, Division of Records, New York State War Council, told about the "Home Front Records of New York, 1940-1945: The Problem of Disposition." Mr. Hartzell's paper dealt with problems encountered in handling the records of such agencies as the offices of Civilian Mobilization, Physical Fitness, and War Transportation, the Emergency Food Commission, and the Com-

mittee on Discrimination in Employment. Mr. Hartzell explained that a state-wide inventory was made of all war council records, both state and local, that decisions were reached as to what the local councils could keep or destroy; selections were made as to suitable depositories; certain inventory check sheets are to be microfilmed; there is to be a file of brief five-year administrative histories of war activities of each state department as well as of the war councils; a pamphlet file of all substantial publications issued during the war years by the various state agencies and departments is being compiled; and finally, a list of titles of important articles and addresses published or delivered by state officials on war-time programs is to be compiled. The bulk of this material will be housed in Albany, New York City, and Ithaca.

Mr. Hartzell concluded by saying that the aim of the New York war records program was to have a coherent body of reference materials well housed and well catalogued.

At the luncheon session which followed, Harold F. Brigham, librarian of the Indiana State Library, introduced his co-worker, Miss Margaret Pierson, head of the Archives Division, who gave the history and evolution of Indiana's public records. Members of the various departments in the Indiana State Library, the Indiana Historical Society, and the Indiana Historical Bureau, seated at the speakers' table were also presented to the audience.

After the luncheon the visitors, who by this time had been joined by a number of members of the American Association for State and Local History, were taken in three large buses on an excursion to the Conner Prairie Farm near Noblesville, through the courtesy of Mr. Eli Lilly and the Indiana Historical Society. After a thirty-minute ride the group reached the gates of the historic William Conner house, the first brick house built in "The New Purchase" (about the central third of Indiana). There they saw the interior of the house, a restored still house, a restored milk house, a small modern museum, a restored loom house, and the double cabin trading post where William Conner lived and where there met in 1820 the commission charged with locating the site of the state capital.

From this excursion the buses returned the guests to the Historical Building, where they were entertained by a tea at the Indiana Historical Society Library. Some of the visitors sipped and conversed while others slipped away to inspect the various divisions of the

Indiana State Library and the Historical Bureau. Souvenir copies of a *Bibliography of James Whitcomb Riley* were given the visitors as mementoes.

The concluding evening session was a joint meeting of the two organizations and at this Herbert O. Brayer of the Colorado State Historical Society was the presiding officer. This session, which dealt with the subject of "Microphotography: A Solution or a Dilemma?" took the form of a panel discussion with George A. Schwegmann, Jr., director of the Photoduplication Service at the Library of Congress, and Eugene Power, president of University Microfilms, Inc., of Ann Arbor, Michigan, as the principal participants.

Dr. Schwegmann began by discussing the pros and cons of microphotography and especially microprint as proposed by Fremont Rider.² Mr. Power took up the same idea and then Dr. Buck joined in the discussion and asked for a clarification of terminology between microfilm and microprint and touched on the advantages of sheet instead of roll microfilm.

Mr. Power and Dr. Buck discussed the various ramifications of microprint and they were joined by Dr. Kellar who commented on the relative advance of microfilm over the infancy of microprint. Dr. Brayer entered the discussion to point out that neither microfilm nor microprint was a cure-all and that the important thing to decide was how, when, and where.

Dr. Buck and Dr. Schwegmann then discussed the relative merits of sheet versus roll microfilming and Dr. Brayer brought out the need for a unified policy in regard to price and ease of securing microfilm copies. On this Dr. Schwegmann described a machine built by RCA for the reproduction of copies of radiograms, after which Dr. Kellar requested more information about microfilm readers. Mr. Power replied to this question by mentioning a few models on the present market and concluding that there was no all-purpose reading machine as yet.

Dr. Brayer next asked Mr. Power to describe some of his experiences abroad and Mr. Power responded with a brief résumé of the program set up by the American Council of Learned Societies for the copying of British manuscripts in danger of destruction by bombs. One positive copy of these manuscripts went to the University of

² Mr. Rider, who was invited to attend and participate in this session, was unable to do so because of a conflicting engagement.

Michigan Library where it was catalogued; the negative copy remained at the Library of Congress. He also told of the photographing of captured archives in Germany by the Army and criticized the Army's taking portions of files without index or catalogue. On this Dr. Buck remarked that he hoped that Mr. Childs and his archivists would improve the situation.

Next, Miss Norton brought up the problem of unscrupulous microfilm agents selling county officials on the idea of microfilming anything and everything. Dr. Buck and Mr. Brayer both deplored this tendency and Mr. Power then outlined the conditions which would justify microfilming as being first, reduction of space; second, prevention of destruction of perishable records; and third, preservation of documents of definite value. He also pointed out the advantage of assembling material from several different locations through microfilm. Dr. Buck added the possibility through microfilm of having reproductions available for use in a limited space such as in a submarine or airplane. Mr. Dooley of Massachusetts told of the situation in Massachusetts where the legislature had enacted a measure providing for a veterans' bonus of \$100 to every veteran who presented an original discharge and the resulting dilemma when over seventy thousand requests came in within a few days. The state treasurer's officer solved the problem by microfilming the discharges and immediately returning the papers to the veterans who applied.

Dr. Brayer concluded the session with the remark that the limits for the use of microfilm were boundless and the hope that they could be kept within legitimate bounds.³

This concluded the actual program of the ninth annual meeting but many of the members stayed over to participate in the sessions of the American Association for State and Local History which took place on Thursday, November 8, and about which the reader is directed to the publications of that organization for further information.

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* At one point the discussion got off on a delightful tangent about the projection machines now in use in veterans' hospitals but the stenotypist omitted this from her report.

THE NATIONAL ARCHIVES AND THE PROTECTION OF RECORDS IN WAR AREAS¹

BECAUSE of concentration on domestic archival tasks, made heavier by the war, the National Archives was slow to awaken to its responsibilities and opportunities to be of service in connection with the protection of archives in war areas. A young agency, it possessed no previous war-time experience in such matters. Insofar as thought was given to protection in the first year of the war, it was to the protection of our holdings on this side of the Atlantic should this by chance become a war area; and in 1942 this chance did not seem so remote that it was not to be taken seriously. "Too little and too late" was a phrase that had seared deep into the national consciousness. As archivists we had failed in the Philippines, just as the military had failed. We had merely been lucky in Hawaii. We thought then of protection with the psychology of those on the defense.

Perhaps the awakening could not come until the offensive phase of the war had advanced to the stage where invasion of the European continent was imminent. With our armies poised on the shores of North Africa ready to strike, we became suddenly conscious of the archival treasures of Europe that would be endangered by the activities of both friend and foe in the coming struggle, that were, indeed, doubtless already being destroyed in preliminary bombing operations. Our psychology was changing fast in the spring of 1943. It was clearly up to the Allies, now as victors, in their reconquest of the lands and countries Germany had overrun, to minimize, if possible, the destruction of the records of that civilization and culture for which we fought. A precious part of our heritage was there within "Festung Europa," threatened by our own armies.

We also had begun to think, after the invasion of North Africa, of the practical importance of records in connection with the government of conquered territory. Dr. Ernst Posner's suggestive paper, entitled "Public Records Under Military Occupation," first read to a small luncheon group on May 5, 1943, and soon thereafter published by the National Archives,² was the spark that suddenly lit our sluggish

¹ A paper read at the annual meeting of the Society of American Archivists, Indianapolis, Indiana, November 6, 1945.

² It also appeared later, with slight revisions, in the *American Historical Review*, XLIX (January, 1944), 213-227.

imagination and opened our eyes to the importance of protecting records as a military measure. Were the military authorities aware of what lay ahead in the complex civilization that was Europe, so dependent upon records? By protecting the modern records for military reasons it was obvious that we would also be saving the records of today for the future. It should be possible for the Army and archivists to work together on this problem.

One direction in which the influence of Dr. Posner's paper was immediately felt deserves mention, although it is something of a digression at this point. Mr. Shipman, director of the Franklin D. Roosevelt Library at Hyde Park, had listened to the talk and was prompted by it to write a memorandum to President Roosevelt the next day. He set forth something of the importance of protecting records from the viewpoint of military government as well as because of their cultural values. Two days later the President at a regular cabinet meeting read this memorandum and, after emphasizing that it was a very important matter, asked the members of the cabinet to give attention to it and issue any necessary orders to see that records in war areas were given the necessary protection. The President did not lose interest in this matter. He later sent a cable to the Mediterranean theater expressing his concern for the fate of local Italian records. When Mr. Shipman visited this theater shortly afterwards many thought he had come to inquire into these matters for the President directly. The knowledge in the theater of the President's personal interest in the subject created an atmosphere that was of immense help to Mr. Shipman, as was a personal letter from the President that Mr. Shipman took with him.

To return from this digression, we had come to feel in the National Archives by June, 1943, that we had important information and perhaps valuable advice to offer if proper channels of communication to the armed forces could be opened. The first such channel that offered itself was the Committee on the Protection of Cultural Treasures in War Areas, established by the Council of Learned Societies on January 29, 1943, under the chairmanship of Dr. William Bell Dinsmoor. This committee did not become fully active until June, at which time the archivist accepted an invitation to membership on it and attended its first full meeting in New York City. Early in July, Dr. Dinsmoor and Dr. Sumner Crosby, the committee's executive secretary, visited the National Archives and asked for its advice

and co-operation in the development of lists of cultural monuments, treasures, and institutions to be made available to the armed forces, the military authorities having already indicated to these committee officials that such lists would be welcome and highly useful. A plan for the compilation and furnishing of such information by the National Archives on archival repositories in Europe was presented and agreed upon.

We might not have been so ready to enter into this agreement had we not known that Dr. Posner's services could be made available to us through the courtesy and co-operation of the American Council of Learned Societies. Most of the information was in our library, but a person of his background, knowledge, and general ability was needed to interpret and organize it in usable form. We could furnish overall supervision, materials, typing assistance, and assistance in revision and editing. Dr. Posner himself was eager to make this contribution, and worked with his customary energy and efficiency in the months that followed, giving, except for his classes, almost full time to the project.

Work was begun on archival repositories in Italy a few days before the invasion of Sicily, July 10, and before that campaign was over information as to the name, location, official head, holdings, and buildings for some 140 archival repositories in Italy had been furnished on four-by-six inch cards to the Dinsmoor committee. Similar information was furnished for archival repositories in Greece, Yugoslavia, Rumania, and Bulgaria in August. Before the end of September like material had been furnished for about 370 archival repositories in France.

The Dinsmoor committee meanwhile had worked out with military authorities plans for consolidating the information received by it from many sources and presenting it in map form city by city, and these maps were to be consolidated eventually into atlases for each country. The maps, as they were completed, were reproduced photographically and flown to the theaters where they were used in briefing bombing crews for their missions. The atlases were intended for use in field headquarters and especially for use by military government officials. They were somewhat slow in appearing. Those for Italy and France were published in January, 1944, that for Belgium, Holland, and Denmark in June, 1944, and that for Germany in August, 1944.

In using our data for these maps the Dinsmoor committee omitted the greater part of the information on our cards, and no plans were developed by the committee for presenting this omitted information to the armed forces. Experimentally, therefore, it was decided to retype the data on the cards for Italy on hectograph carbon paper and run off a quantity of hectographed copies of the resulting document for direct distribution to interested government agencies and officials. The Dinsmoor committee in any case had represented an indirect and unofficial channel for an official agency of the government to use in furnishing information to other government agencies, although the advantages of consolidating information from all sources in the map form developed by the committee and approved by military authorities was obvious. It seemed clear that we should continue to use this channel but that it should be supplemented. The response to our first distribution of the list of "Archival Repositories in Italy" to selected government officials was so favorable that it was clear that a need was being met. So many copies were requested by the Military Government Division of the Provost Marshal General's Office for distribution to officers being trained for civil government that the list had to be run a second time. We proceeded at once to retype for hectographing the material for the Balkan countries and for France, and subsequently continued to make the information on the cards for all other occupied and enemy countries available in this form.

Completion of the cards for France was followed immediately by the preparation of cards for archival repositories in Belgium, the Netherlands, Luxembourg, Denmark, and Norway. The possible invasion springboards were thus covered by November, 1943. Germany, Austria, and Hungary were next, and were completed by the end of April, 1944. Cards for Czechoslovakia were added in May. The order was determined by the committee's schedule in its production of maps. Incidentally, no atlases other than the four mentioned were ever published, a fact that emphasized the wisdom of our decision to make information about archival repositories available in another form. Plans for the preparation of cards for archival repositories in Sweden, Switzerland, Spain, and Portugal, neutral countries that might at any time become involved in hostilities, were abandoned as this possibility became remote. The same decision was made at a later date with respect to Poland and other eastern Euro-

pean countries as it became clear that our armies and civil affairs authorities would not be directly concerned with them. Instead we turned to the Pacific and Far Eastern areas, and, although sources of information were meager, assembled what we could find and eventually issued our two lists, "Archival Repositories in the Philippine Islands, The Netherlands Indies, French Indo-China, and Thailand," and "Archival Repositories in Japan, Korea, and Japanese-Occupied China."

The chief channel of distribution for all these lists was the Military Government Division of the Provost Marshal General's Office, which in turn used its highly developed channels for distributing civil affairs publications to get these lists to points where they could be effectively used in the various theaters of operations. The Military Government Division, because of its special interest in the document, offered to multilith "Archival Repositories in Germany" and thus include it in its series of official Civil Affairs Guides and at the same time to make a larger quantity available. As these lists became known, there were frequent requests for additional copies. The lists for France, Northwest Europe, and Austria had to be rerun to meet the demand. These lists were not considered publications, and there has been no distribution of them to libraries or scholars in this country.³

In all, these lists provided data on some seventeen hundred archival repositories. Many minor ones of course were omitted, as were offices maintaining only current administrative records. Asterisks were placed in the margin opposite the entry to designate the more important repositories. In the theaters these lists were used to some extent as reference tools by intelligence units. Their main use, however, was by personnel of the Monuments, Fine Arts, and Archives units for the purpose of identifying and checking on the

³ The following is a complete list of those issued by the National Archives:

Archival Repositories in Italy—29 p. (August, 1943)

Archival Repositories in France—88 p. (December, 1943)

Archival Repositories in the Balkan States—18 p. (January, 1944)

Archival Repositories in Enemy Occupied Countries of Northwest Europe—42 p. (January, 1944)

Archival Repositories in Hungary—31 p. (April, 1944)

Archival Repositories in Czechoslovakia (May, 1944)

Archival Repositories in the Philippine Islands, The Netherlands Indies, French Indo-China, and Thailand—15 p. (November, 1944)

Archival Repositories in Japan, Korea, and Japanese-Occupied China—13 p. (June, 1945)

Archival Repositories in Germany (124 p.) was issued by the War Department (War Department Pamphlet No. 31-180) in May, 1944.

fate of archival buildings and their contents. These lists were drawn upon in both the Mediterranean and European theaters in the preparation of other lists of officially protected monuments and cultural institutions, that for administrative reasons were arranged by regions. Such lists, published with appropriate orders and directives, became part of the governing body of regulations under which the troops operated.

It probably will never be possible to appraise with any satisfaction the exact contribution made by our lists. Reports received from monuments and archives officers abroad indicate that they were generally available to them and that they were much appreciated for their convenient form and arrangement and exact information. They were the first such lists and, for many months, they represented the only information on archives available to these officers. Lieutenant Colonel Mason Hammond reported that these lists helped all concerned to understand and appreciate the nature and magnitude of the archives problem. Because of them greater attention was given to archives in written directives than would have been the case otherwise. He contrasted the situation with that for libraries, for which unfortunately no such lists were prepared, with the result that in their concern for these institutions the responsible officials worked largely in the dark.

Other informational contributions made by the National Archives to the work overseas will have to be mentioned more briefly. One of our staff members, George C. Reeves, translated the Italian archives law of 1939, a very comprehensive statute, and typewritten copies were made available to the Monuments, Fine Arts, and Archives Subcommittee of the Allied Control Commission for Italy. Dr. Posner prepared for us a study entitled *The Administration of Current Records in Italian Public Agencies*, intended to assist civil affairs personnel in Italy by giving them a picture of the organization and handling of modern records in Italian governmental offices.⁴

The War Department publication *Field Protection of Objects of Art and Archives*,⁵ intended as a manual of first-aid to be placed in the hands of monuments and archives officers accompanying the armies, contains a section on protection of "depositories of books,

⁴Published by the National Archives as Records Administration Circular No. 5 (November, 1943).

⁵War Department Pamphlet No. 31-103 (May, 1944), 46 p.

manuscripts, archives, and records," prepared with the assistance of the National Archives. Also prepared under our auspices, at the request of the War Department, was a study issued by the department in its Military Government Information Guide series under the title *Information on German Records*.⁶ This stressed the organizational and technical aspects of modern German record keeping and was intended to assist intelligence and civil affairs officers in understanding and using the large bodies of records that would be taken into custody in Germany. We prepared, arranged for, or contributed to a number of other studies or projects of the War Department, State Department, and Office of Strategic Services, the nature of which we are requested still to keep confidential. We received praise from many quarters for these contributions. The War Department began to have such faith in us that it looked to us with confidence for the preparation of a guide to key records in Japan. At that point we failed them because we neither had on our staff nor knew of anyone elsewhere with expert knowledge in this field.

All of the above mentioned activity may be classified as informational in character. As mentioned previously, there was on our part acute realization that what was needed in addition to information was a more effective field program for the care of archives, including modern records, on the part of our military authorities. How could that be promoted? What part should the National Archives attempt to play?

In Italy there had been set up a Monuments, Fine Arts, and Archives Subcommittee under the Allied Control Commission, but, despite the use of the term "archives" in the subcommittee's title, there were to our knowledge no professionally trained archivists active in connection with the program. The so-called "monuments" officers (this being merely a convenient short title for "monuments, fine arts, and archives" officers) that were being sent to that theater in increasing numbers were supposed to concern themselves with archives but the National Archives was not being consulted in their selection. Most of them were trained in the arts or in archeology; a few were historians but of the medieval period. If these men were interested in manuscripts, such interest was likely to be limited to illuminated manuscripts or medieval codices.

Although not archivists, some of these "monuments" men did

⁶ War Department Pamphlet No. 31-217 (February, 1945), 44 p.

good work as they, of necessity, came into contact with archival problems. Their reports of the destruction at Palermo and at other points in Sicily and southern Italy emphasized the need for archives specialists. These reports unfortunately did not reach us until two to four months after they were written. Oral reports, leaking through to us as to the mishandling of modern records, indicated that expert attention to that phase was also needed. We were informed of nothing officially, however, in those early months, and it was difficult, with the situation but vaguely understood, to know what action to take.

When in November, 1943, there was referred to the National Archives a cabled request from Allied force headquarters in Algiers for an "archivist," the occasion was seized upon as a means of securing what military men call an "estimate of the situation." It was decided to send, instead of just any one available, a man qualified to examine into the situation, organize, if possible, a practical program capable of being put into operation at once, and appraise future needs. The recommendation of the writer that Mr. Shipman be sent on this mission was promptly approved by Dr. Buck. Mr. Shipman's early interest in the subject has already been indicated; he was at once excited by the challenge; and he agreed that if he could be sent over for several months on a temporary mission he would go. He did not feel he could leave his family, responsibility for the library, and White House duties for a longer period. We hoped he could in that time establish the work so that it could be carried on by others, and rationalized that his knowledge and experience, when he returned, would be valuable in planning and organizing similar activities in other theaters.

Mr. Shipman left Washington in March, 1944, and was gone slightly over two months. Traveling on White House priority, he was given every reasonable facility in the Mediterranean theater for the accomplishment of his objectives. It is hoped that some day his report, or a revised version of it that he may prepare, can be published. Only some of the major accomplishments can be recited here. Approval was secured for the appointment of a permanent American archives adviser to the Subcommittee on Monuments, Fine Arts, and Archives. Mr. Shipman and Hilary Jenkinson, secretary of the British Public Records Office, who was also in the theater at the time, arranged for archivists to be attached to the armies to go forward with

the troops, worked out with advance intelligence officers procedures for better controlling the handling and exploitation of records when needed for intelligence purposes, and arranged with civil affairs officials for application of the same principles of protection for the records when they came into the custody of the military government. Mr. Shipman made a survey of the condition of major archival repositories in southern Italy and Sicily, talked with archival authorities of the Italian government and with ecclesiastical authorities of the Roman Catholic church, and generally secured information which formed the basis for a number of recommendations made to Allied force headquarters in Algiers and to the Civil Affairs Division in Washington. Mr. Shipman on all possible occasions talked with officers of the importance for military purposes of the proper protection and handling of modern records, and he felt that his efforts had definite results. It was a favorable time, of course, with Rome as the next objective, for this emphasis to be appreciated.

It was Mr. Shipman's hope, and ours, that an archivist could be appointed and assigned to the Monuments, Fine Arts, and Archives Subcommittee before he left the theater so that there would be no loss of momentum. This was not to be. Our suggestion of Captain William D. McCain, then in the theater as an historian with the Fifth Army, never reached Mr. Shipman, so erratic were communications at that particular period. On May 30, however, Dr. Buck sent to the Civil Affairs Division a letter recommending Captain McCain for this assignment. If he had been appointed at once the subsequent story might have been very different, but the appointment was held up several months, and, even after it was made, there were further delays before he finally reported, September 9, 1944. All this meant that no American archivist was on duty during the summer advance from the area around Cassino to the foothills of the Appennines at Florence, which advance included the occupation of Rome. British archivists, who were present and did excellent work in this period, remained in key positions in the subcommittee for the remainder of the Italian campaign.

After Captain McCain's appointment, the National Archives worried little further about the Italian theater. Including the British, there were three first-rate archivists there who should be able to handle almost any situation. The forward movement had slowed down, and the front apparently was being stabilized for the winter.

Furthermore, in Italy we had the wholehearted and effective cooperation of the Italian state archives administration, headed by Dr. Emilo Re, a man whose personal and professional standing was such as to command respect and confidence on the part of all who had business with him. We shall hear further of him doubtless when Captain McCain tells us of the Italian experience in greater detail. The rest of the story of archives in the Italian theater is Captain McCain's, and I shall not presume to try even to summarize.⁷

Mr. Shipman had hoped to return by way of England, but, with D Day but a few weeks away, the visit was discouraged. He would have found there at SHAEF (Supreme Headquarters, Allied Expeditionary Force) a Monuments, Fine Arts, and Archives Section established to carry out a program patterned after that of the MFA&A Subcommittee in Italy. In the spring of 1944 experienced "monuments" officers were being withdrawn from the Mediterranean theater to staff it. Those drawn from Italy had been exposed to the archives phase of the program, and several, notably Major Mason Hammond, had become impressed with the importance of the subject. Such planning for archives as was done by Americans in this theater before D Day was done largely by Major Hammond. He had access to informational materials prepared in the National Archives and the early directives that he drafted were very satisfactory.

Again, however, there were no professionally trained archivists among the "monuments" officers. As in Italy, fine arts specialists were in on the ground floor and by D Day they had filled all the positions allocated to the MFA&A section in the approved table of organization. Again it was decided to draft Mr. Shipman to do the needed promotional work. Dr. Buck in a letter to Major General John H. Hilldring of the Civil Affairs Division, written July 27, 1944, recommended that Mr. Shipman be sent to the European theater on temporary assignment "to make much the same kind of survey of the situation that he made in Italy, to work out arrangements with the military authorities . . . and with British archivists . . . for a complete and effective program for the protection and handling of archives and modern records, this program to be built upon the program already in existence and to represent a tying together of loose ends that might exist." To avoid the mistake made in

⁷ Captain McCain's talk followed the reading of this paper.

the Italian theater of an interim period when no American archivist was present to carry on, it was recommended also that Captain Asa Thornton, a former National Archives staff member, be sent with Mr. Shipman and permanently assigned to the theater in the best position to carry on the contemplated program until re-enforcements arrived. It was suggested that additional archivists would be needed when the occupation of German territory was imminent.

The recommendation was referred to the theater, and for nearly six weeks an answer was impatiently awaited while the Allied forces broke loose in Normandy, swept across northern France, captured Paris, and continued their advances unchecked. A favorable reply was received September 6, the theater command agreeing "that there is definite need at that headquarters [SHAEF] for the permanent services of an archivist, and also for the services of an expert to assist in the preparation of a basic plan covering the preservation and utilization of the archives of Germany." Captain Thornton was on his way within a week and Mr. Shipman followed on September 19.

Mr. Shipman found no lack of appreciation of the importance of archives in the European theater. The lesson had been learned in Italy. The problem instead was co-ordination. Officials were busy in many quarters making plans and writing directives on the subject—in MFA&A, control group, and MFA&A, SHAEF; in G-2 (Intelligence) and G-5 (Civil Affairs). There were, as usual, differences between the viewpoints of the British and the Americans. Mr. Shipman worked on directives, reviewed them and commented on them, endeavoring diplomatically to reconcile some of the differences. He tried, without lasting success, to bring together the many different competing intelligence units and subject them to uniform control so far as archives were concerned. He and Captain Thornton found when they got to SHAEF at Versailles that, as usual, there was no place for an American archivist on the MFA&A Table of Organization, and it was decided that meanwhile, until a place was open, Captain Thornton should go with the American First Army in Belgium where there was great need and where he would gain valuable field experience. A trip was made to First Army Headquarters at Verviers, Belgium, to place him in accordance with arrangements worked out with SHAEF. It was agreed by General Frank McSherry that there should be an archives officer with each of the other American armies and Shipman cabled back for recom-

recommendations from the National Archives. Then he visited Italy once more. Upon his return to Paris he found three recommendations for archivists from the National Archives, but he could not secure the release of these men for the proposed assignments. He thought he had secured an archivist in the theater for the Ninth Army, and one actually reported only to be detached several weeks later for reasons not known to us at present. The news did not reach us at the National Archives until January.

Mr. Shipman returned home in early December. We attempted to find persons qualified as archivists to recommend, but we could find none within the restrictions then imposed by the theater—that they be chosen from G-5 (*i.e.*, Civil Affairs officers). Worse still, in January the news came that Captain Thornton was ill and was being returned to this country for limited service. The first archivist to reach German territory, he had done good work around Aachen until the winter weather, hardships, and strain of the Bulge Campaign proved too much for him. With no archives officers with the armies, none at MFA&A section in SHAEF, and none elsewhere in the European theater, we were back where we started. With the military situation still critical, the restrictions on assignments were maintained until February. They were then liberalized to permit the assignment of officers from any branch of the service. A new set of recommendations was admitted, but by that time the forward movement in the theater was too rapid even to permit location of the men recommended or else it was the old story, a refusal to release these men for this work. Usually, of course, the men recommended were already in positions of some importance, and we were given to understand that it was probably impossible for the time being to expect anyone connected with the operating forces to be released from his assignment.

Thus, one way and another, following a long series of disappointments, we found ourselves without archivists in the European theater when our armies were racing through Germany. There were the “monuments” officers making archival inspections as always, but not many of them for the huge areas of operation that had suddenly opened before them. There were also the documents teams of G-2 (Intelligence), well trained for their targets; but they were set for exploitation, not protection and preservation. Too often after finding what they thought they could use, they took it without

record and gave no thought to what was left although it might have been useful to other intelligence teams, to military government officials, or, eventually, to scientists, economists, historians, or others. There was no one watching over the fate of both older archives of cultural importance and modern records of administrative and intelligence value or responsible for what might fall in between, nor was there anyone trained in the care, administration, and control of large bodies of records once they were inspected or exploited. It was a real failure at a critical time that should not be glossed over.

The only favorable development to be reported in this critical period was the approval of our recommendation, made March 7, 1945, that Mr. Sargent B. Child, known to us all as the former national director of the Historical Records Survey, be sent to the theater as American archives adviser to the U. S. Group, Control Council. A civilian was acceptable on the control council, and it was agreed that, although assigned there, he could serve as archives adviser to SHAEF also. Once the surrender occurred, the control council would take over and the force under SHAEF would be transferred to it, so that this was obviously the strategic post for the future. Child, in the interim before his departure, with energy and enthusiasm familiarized himself with the entire background of the work I have been summarizing, with the personages and organizations involved in the European theater, the plans and directives in existence, and the possibilities of the assignment. We realized that although it was probably late to accomplish much in connection with military operations, the problem of the administration of captured German records would be an ever-growing one and that it would reach formidable proportions. It seemed reasonable to expect that higher priority would be given to all phases of records work as the fighting drew to a close. Mr. Child left early in April, determined to bring new life into the program. He had to start from scratch, build a new organization, and convince the theater that his organization of archivists was the outfit to be entrusted with the task. Few archivists have faced such a challenge.

Today the picture is as follows. Mr. Child's official station is in Berlin. His activity comes under the Economics Division of the Office of Military Government for Germany (United States). He collaborates closely with Major R. H. Ellis, representing the British at the same level. It is hoped that eventually the French and Russians

will appoint archives advisers in their sections of the control council, and that the four of them can work closely together, exchanging information and developing common policies. There is also to be an archivist at USFET (United States Forces, European Theater) at Frankfurt to have actual administrative responsibility for archival work in the American zone of occupation. To date Mr. Child has handled the duties of this position himself, spending much time in the American zone. Outside Frankfurt two large buildings of the I. G. Farben plant have been set aside as a concentration center for homeless archives, records, and books of the western part of the American zone.

Mr. Child assisted in establishing in May near Kassel in the northeast corner of our zone a so-called Ministerial Collecting Center where the records of the former German ministries are being concentrated. It is estimated that eighty per cent of these were taken into custody by British and American armies. The British have from the start collaborated in depositing here those found in their zone. Latest reports are that there are over two thousand tons of ministerial records at this repository. They are brought in by Army trucks, assembled and arranged largely by screened German archivists and former ministerial employees under Allied supervision, and made available here for research to interested agencies of the United States and British governments and to military government officials. Technically this establishment is under G-2 (Intelligence), but Mr. Child as archives adviser is responsible for planning and policy. He has been ably assisted in this by Captain Lester K. Born, who has been the resident archivist at the center since June. Born's translations and abstracts of European archival writings are familiar to many readers of *THE AMERICAN ARCHIVIST*. Ultimately it is expected that microfilm copies of the more important of these records will be made available not only to Allied governments but to scholars for study and analysis of modern Germany and Nazi rule.

At Oberammergau, forty miles southwest of Munich, a number of large buildings have been secured as another collecting center for homeless records, this time chiefly for the holdings of archival and other cultural institutions that for the time being are not able to take back their materials. This depository serves for all southern Bavaria and for German materials that were removed to Austria and are being returned. Dr. Harold J. Clem, a young Harvard Ph.D.

in the field of modern German history, has been placed in charge of the activity in Bavaria, with headquarters at Munich, and the center at Oberammergau comes under his supervision. Some forty screened German archivists are at work under his supervision. At Bamberg in northern Bavaria and at Landshut in eastern Bavaria similar centers have only recently been established. There were in addition eight so-called documents centers in the American zone, recently consolidated into two, located at Heidelberg and Freising, at which records, chiefly industrial, economic, political (*i.e.*, largely Nazi party), and scientific in character, had been concentrated by G-2. Their exploitation for intelligence purposes practically over, the question of the disposition of these records is now uppermost. It is quite possible that in the near future they will be turned over to Mr. Child's organization. This would be in line with the announced policy of placing civil government activity increasingly in the hands of civilian officers. It is from these various centers that restitution is already being made to claimant governments of records taken from those countries by the Germans. From these centers records belonging to German archival agencies and institutions will be returned to their custody as soon as these institutions are functioning properly and have buildings and facilities for caring for them. Also from these centers records of certain categories, to be decided at high policy levels, will presumably be removed from Germany for an indefinite period, perhaps permanently.

Four able civilian archivists have recently been sent over by the War Department, upon recommendation from the National Archives, to assist Mr. Child in his work. They are, in addition to Harold J. Clem, Jesse Boell, Paul Vanderbilt, and Edgar Breitenbach. A fifth archivist, Captain Seymour Pomrenze, will go shortly. More will probably be needed. Mr. Child has secured some assistance from qualified Army officers available for assignment from the forces in Germany, but most of these men wish to come home, and replacements will probably be needed. Mr. Child hopes soon to return for a month in this country to discuss with War Department, State Department, National Archives, and Library of Congress officials future plans for archival work in Germany. He has made an excellent beginning, but only a beginning. Problems of large scale microfilm operations, of restitution of materials taken by the

Germans from occupied countries, of recommending what shall be removed from Germany permanently, of deciding what shall be returned to the Germans and how and when, loom large in what we tend to call the second phase of the program. The story will not be complete for several years. I hope that eventually Mr. Child will have the privilege of presenting it himself before this society.

It is desirable to say a few words about the Far East. We felt especially concerned at the National Archives with the fate of archives in the Philippines. Toward the end of 1944 we discussed the possibility of sending an archivist to that theater of operations in connection with the reoccupation, but we were not encouraged. Nevertheless in February, with the reoccupation of Manila imminent, the archivist of the United States addressed a letter to the War Department expressing his concern for the safety of Philippine records and suggesting that Major Arthur E. Kimberly, formerly chief of our Division of Repair and Preservation, be dispatched to Manila to initiate and supervise first-aid measures. This letter was referred to General MacArthur's staff and acted upon favorably by the late Dr. Joseph R. Hayden, MacArthur's civil affairs adviser and author of the standard treatise on the Philippines under American occupation. There were the usual hitches and delays, a little more complicated than usual in this instance, and Major Kimberly did not arrive in Manila until June, long after the time for effective first-aid measures was over. He could do little more than make a comprehensive survey of the condition of the archives and advise as to further action. His report was received late in August.

Major Kimberly reported what we had already learned from other sources, that the more important older records, including most of those of the Spanish regime, had survived purely by chance, no measures having been taken for their protection, but that the situation with respect to present conditions of storage is extremely grave. The Japanese had paid little attention to them, but neither had anyone else. Most of the records of the Spanish regime, dating from the early seventeenth century, together with many of those of the American period, totaling some ten thousand cubic feet, are now in confusion in a wing of Bilibid Prison, heaped in piles on a floor below street level and subject to damage from water, fires, rodents, insects, and unauthorized access. Perhaps the greatest loss

in Manila are the records of the Supreme Court (including the old *audiencia* records of the Spanish period) from the early 1600's to 1930. Important old records of the religious orders located in the Intramuros area were also destroyed, those of the Recollect Order completely and those of the Jesuits, Franciscans, and Augustinians in part. Comparatively recent records of government offices operating before Pearl Harbor are in some cases widely dispersed, and exact losses will not be known for some time.

The War Department has relinquished responsibility for civil affairs in the Philippines to the Philippine commonwealth government and the American high commissioner. A major program of archival rehabilitation and reconstruction in the Philippines must be initiated and the National Archives is now working on such a program with the State Department's Division of Cultural Cooperation, which has funds for cultural reconstruction in the Philippines that it has indicated to us can be used for this purpose. It is hoped that an archives adviser will soon be on his way to the islands and that he can be given the necessary assistance to begin the task of reconstruction. One of his tasks will be to train Filipino assistants to carry on. A new Philippine archives building is included in the approved plans for the rebuilding of Manila.

We hardly know what to expect in Japan. A Monuments, Fine Arts and Archives Section had made its appearance in the military government set-up, and the former executive officer of the National Archives, Captain Collas Harris, has been assigned to it and has managed to have the archives angle fully incorporated into the directives that have been prepared. He is probably now in Japan. That is another story to be left for the future.

The National Archives looks back upon its record with mingled feelings of both success and failure. It kept ahead of developments generally so far as furnishing information when needed. Its promotional work has had definite results of beneficial character both in Washington and in the theaters of operations. There is no question but that we should have been in touch earlier with Intelligence and Civil Affairs authorities in the War Department, working out with them plans and procedures for the handling of records that could have been integrated with their general planning and training of intelligence and civil affairs officers. Yet, these are not areas in which an archival agency traditionally operates. We could easily and comfort-

ably have ignored any responsibilities in this field. It is my belief that it will be to our credit in the future that we did not do so. Events have proved that even though late on the scene, the National Archives was not too late to make significant contributions. The returns are still coming in.

OLIVER W. HOLMES

The National Archives

STORAGE OF RECORDS IN MINNESOTA

THE problem of classifying, indexing, filing, and storing vital state papers is a task of no small magnitude. It is more difficult when the law delegates to a semi-state agency this duty and, in addition, responsibilities beyond the scope of its present organization without providing adequate means to carry through. Such is the situation confronting the Minnesota Historical Society which is designated by law as custodian of certain state records as well as those of counties, cities, villages, and township offices in Minnesota.¹

In Minnesota, as in all states, the problem of preservation of papers may be divided into two parts, namely, current and old records. This article is concerned with the subject of old records and only brief mention will be made of the problems concerning current records.

On the subject of current records the Minnesota law provides that "no public document less than six years old shall be destroyed."²

Just why the legislature decided upon six years is not definitely known. It may be accounted for by the fact that in 1939, when this provision was enacted, the legislature was investigating the administration of a previous opposing political party which made them record-conscious and that the general statutes of limitation in Minnesota is six years. Prior to this date, time was not mentioned in the law.

Anyone familiar with records knows that many papers are valueless before the expiration of a six-year period. Modern public accounting requires that numerous copies of a single document be made. Even if one could justify keeping all records for this period of time, the necessity of keeping duplicates could be questioned. A recent survey of the various state offices in Minnesota revealed that approximately 23,224 file drawers are used for current records.³ Relaxing the law to permit destruction of valueless records would make unnecessary the purchase of additional filing cabinets for a considerable period of time. The public interest could and should be safeguarded by requiring that no record could be destroyed until

¹ *Minnesota Statutes*, 1941, 138.03.

² *Ibid.*

³ Interim Committee on State Administration and Employment, *Report to the 1945 Minnesota Legislature . . . December, 1944* (St. Paul, 1944).

the agency possessing such record had been audited by the public examiner (the post-auditor in Minnesota).

Storage of old records in Minnesota presents a more serious problem. This is due to inherent defects in the law governing the preservation and destruction of state papers and the lack of appropriations which, if available, would make the present unsatisfactory law more workable. The magnitude of the problem was revealed by the previously mentioned survey which revealed that 9,865 file drawers were utilized for records used occasionally and 6,592 file drawers for records which were never used or used very infrequently. In addition, thousands of cubic feet of valuable space are occupied by records not in file drawers.

The law requires that the Minnesota Historical Society determine the legal, administrative, and historical value of all papers turned over to it from any of the public offices of the state and destroy the papers without such value. The provisions of this law places a huge responsibility on the officers of the society. Generally officials of historical societies are trained historians and are not technically trained to competently judge the legal and administrative value of public documents.

Throughout the history of the state a legal counsel has been provided to handle the legal problems of the state. In 1939 Minnesota inaugurated a civil service program to provide trained administrators and created the state business manager (commissioner of administration) as principal administrator. Minnesota's law governing the preservation and destruction of public records makes no provision for the technical advice and counsel of such officials. Incidentally, the law makes no provision for the preservation of documents having research value. Concepts of progressive government have been changed by competent research. Provision could well be made for preservation of such papers.

No provision is made in the law to force any governmental agency to dispose of valueless records. The law merely provides that any agency may turn its records over to the historical society. As a result state agencies which are fortunate enough to be assigned ample space retain useless records while less fortunate departments lack space to store necessary records. In answer to the previously mentioned questionnaire some state agencies stated that storage of records presented no problem as far as they were concerned and

they were retaining all their records. One agency stated that they were keeping all their records for sentimental reasons. Desirable storage space is at a premium in Minnesota and there is no justification to save documents for mere antiquarian interest.

The law does not cover all state departments. In 1939, which is the same year the general law was enacted governing the preservation and destruction of public records, the legislature enacted a law permitting the Industrial Commission to destroy all "files, records, and correspondence" for the period prior to June 1, 1921, and on June 1 of each succeeding year to destroy "all files and records" of the commission subsequent thereto.⁴ Under this law following the lapse of the required period of time all records of the Industrial Commission could be destroyed no matter what the permanent value to the state would be, to say nothing of their value for historical or research purposes. In Minnesota most laws enacted to protect and benefit labor are administered by the Industrial Commission. Legislation in this field is relatively new and such records may be invaluable to historians and those doing research in the field of social and labor legislation.

Records of the Income Tax Division of the Department of Taxation are also exempt, although due to their confidential nature this is more understandable than in the case of the Industrial Commission.

Lack of sufficient funds to administer the law is perhaps the greatest handicap. Given sufficient funds this poor law could be made more workable. With ample funds trained legal and administrative counsel could be employed, as well as some staff to perform the necessary routine duties.

The historical society is not given a special appropriation to administer this law and it would be unreasonable to expect the society, which is supported by private funds and state appropriation, to use their resources for an activity which is not entirely within its scope. This is especially true when their appropriation request to the legislature is trimmed. As a result, naturally, the problem of records multiplies.

The lack of time and funds for this work precludes visitation of the various adjacent departments, to say nothing of municipal and county offices scattered throughout the state. The writer has had occasion to talk to state officials who desired to dispose of records

⁴ *Minnesota Statutes*, 1941, 175.36.

but due to the above limitations were unable to receive assistance from officials of the society.

Lack of sufficient funds also precludes more extensive use of microfilm. Minnesota is approaching a century of statehood and during such a period of time numerous valuable records are accumulated. Microfilm offers a convenient, inexpensive method of preserving records which is always readily available for use.

Suggested Reform

The difficulties of drafting a workable law to meet all problems of record preservation and destruction are manifold due to the variety of state and local governmental records and the varying periods of time such records have value. The situation can be best met by a law setting forth only the broad general principles with power vested in a commission to make detailed rules and regulations, covering preservation and destruction of individual records or classes of records. This would provide the flexibility needed to meet varying situations.

Persons interested in the problem have suggested that an archives commission comprised of the attorney general to appraise the legal value of records; the public examiner to determine their need for post audit purposes; the state auditor to appraise their accounting value; the commissioner of administration to appraise their administrative value; and the superintendent of the Minnesota Historical Society to determine their historical value, be created and vested with the power to make rules and regulations within the law pertaining to records. They have also suggested that such a commission be granted the necessary appropriation to perform its duties.

LOUIS C. DORWEILER, JR.

Minnesota Institute of Governmental Research

ARCANA SIWASH: THE FUNCTION AND NEEDS OF A COLLEGE ARCHIVES

WHEN the Sterling Memorial Library at Yale was planned some years ago, the librarian shrewdly insisted that the alumni room and college archives be located immediately inside the main entrance. His concern in making it so accessible suggested the role that the archives was designed to play in the cultivation of more intimate and interested relations between alumnus and university. It is not only the alumni, however, who are interested in such collections; colleges have come to realize in recent years the size and diversity of the group seriously interested in their records. With this awareness they have seen the importance of placing their archives under competent curators, of expanding the scope of the collections, and of introducing an orderly arrangement of the contents.

It is the alumnus, of course, who will display the most visible enthusiasm for the services of the college archives, both by using its resources and by adding to them. But, if the archives are to be a part of the intellectual enterprise of the college, and of society, if they are to serve as more than a resort for sentimental antiquarians, they must prepare to meet the needs of professional scholars.

The archives may begin by serving the college's own historian. Good college histories are hard to find; one critic has remarked that the writing of such works "is a major scandal in American scholarship." If this is true, it is partly because the appropriate materials are elusive and the competent scholar is disheartened at the thought of spending the necessary time in assembling them. College histories have been abandoned largely to those who labor in love, and those who do are notoriously amateurish. Even the competent find it easier to fill a book with biography and reminiscence and the chronicle of construction and finance than to organize into a solid treatise the local history of intellectual life. They forget that the function of a college is to communicate ideas, and that buildings and faculties are but means to that end. They forget, too, that colleges are faithful mirrors of communities, that they reflect the values, the whole faith of the body that lends support and nourishment.

Along with the college historian, the officers of the college will be ready to use a well-managed archives. The extent of this service will depend, necessarily, on the degree to which official records of

the college are collected. A certain progressive development may occur: as administrative and teaching personnel become aware of the archives, and use it, they will more readily surrender their non-current records for preservation.

It is not only the local scholars that will be attracted, but serious scholars in all fields of learning from other institutions. They will come in search of materials for the histories or art, science, educational practice, and the historical development of thought. Students of social history will discover the rewarding richness of family letters. Biographers will come in search of information on the college days of their subjects.

The college archivist may properly ask the historian what kinds of material he finds most useful. A safe rule might be to gather precisely those sources in which the average alumnus shows the least interest. The old graduate can be depended on to supply dozens of those dainty programs for the junior prom in '05. Blissfully unaware that the college has a complete collection and many duplicates, he will even part with his year book. But if he is asked for letters, diaries, written evidence that once he read Plato and Paley, he will show immense surprise.

It is a curious myopia that attaches value to any item more than fifty years old and dismisses yesterday's newspaper. By this logic a mere ticket to an Emerson address assumes more importance than a stenographic report of a lecture by Whitehead. The archivist, if he does his job well, will devote as much time to gathering current publications, while they are available, as to searching for nineteenth-century material. College folk are notoriously careless about preserving these things, but they are also notoriously acquisitive.

The archivist must achieve a certain sense of the immediacy of his task. Cataloguing and filing can wait: right now the widow of the lamented professor of geology and Christian evidences is destroying his correspondence because she cannot take it to live with her children. Right now the dean's new secretary is systematically committing to the furnace all files over ten years old. Right now J. Cartwright Smythe-Smythe, who never effected admittance to Siwash, is wondering what to do with his father's diary and that bundle of letters to grandma. These instances may seem exaggerated, but the writer has encountered each of them.

The French have a quaint saying that a university is *batie en*

hommes, that the faculty is the life of the place. Now, no intelligent person familiar with the ideas of an American undergraduate or with the post-war programs of state universities would make that blunder. But for the scholar, sharing the vanity of his tribe, the activities of the faculty have a genuine importance. He knows the toil, even as he senses the pathos, that lie behind the syllabi, the annual reports, the letters. If he is interested in educational policy, he will find in one confidential report of a faculty committee more information than in all the published accounts. He will be interested in the faculty as individuals; he will want to know what ideas they reflected in their teaching and writing and preaching. Where, he will ask, is the correspondence they had with other men in their field, with the old graduates, and where the letters they wrote their colleagues from sabbatic leave in Europe?

If the faculty correspondence is important, so too is that of the trustees. Here one will find less on educational policy and more on finance, less on details and more on general programs. The ideas, the objectives of the college, are implicit and indirect, but they are there. The larger questions are often threshed out in terms of specific personalities as, for instance, in the choice of a president. In private letters the problems are discussed with more freedom than in meetings; the formal records are often merely records of positive action that omit, with unintended charity, the story of conflict and difficulty. The trustees who refused to consider Woodrow Wilson as a candidate for president in 1899 never spread their objections on the minutes; but a private letter, preserved in another institution, reveals that he was counted out because he was not an alumnus and minister.

An alumnus engaged in college teaching is likely to develop as intelligent and sustained an interest in the serious life of his own college as in that in which he finds his career. The practice is now so rare as to cause us to forget it, but the time was when these educators were often called to serve as trustees. For the writing of one college history covering a limited period the papers of five such persons were found useful.

The wise archivist will establish contacts with other colleges. Higher education, perhaps because of its want of competition at most levels, is blessed with a good deal of courtesy and exchange of ideas. There are no trade secrets; with the slightest encouragement any president will tell another all his troubles and add some advice. If

you want to know more about Siwash, find out what its president wrote Sparks of Harvard, Day of Yale, or Hyde of Bowdoin.

Emphasis has been placed on the usefulness of a college archives to scholars. This usefulness, as also its function in the community, will be measured by the breadth of the collection as much as by its arrangement. The scholar can find his way—if a rigid system of cataloguing and filing is not too high a barrier. The prime task of the archivist is to gather; he must be a shameless solicitor and a ruthless collector. What today seems trivial may tomorrow be indispensable. Text-books, photographs, student publications, the records of undergraduate societies and of fraternity chapters: these and a score of other types will repay attention. If a local-history society is lacking, it will be profitable to gather material on the role of the college in the town.

For the classification of a college archives there are no fixed or obvious rules. A number of systems are in use, and until more experience has been reported it may be wise to postpone classifying smaller archives. The system will depend, ultimately, on the age of the college, the size of staff and the space available. College manuscripts are so abundant and so specialized that it is difficult to establish a system of classification other than a simple chronological division. Even this requires elaborate cataloguing with subject and author cataloguing. One refinement of a chronological system is to divide the materials between graduate and non-graduate. The latter is arranged chronologically, the former is divided by the year of graduation, the person, and the date of the product. This system, or combination of systems, obviates much cataloguing and seems to be operating adequately.

If the college archivist can speed the writing of better college histories, it will be no small contribution to scholarship. The inadequacy of college history collections has been a greater barrier to this end than has hitherto been supposed.

THOMAS LE DUC

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PUTTING PAW TO BED, OR THE RECORDS RETIREMENT PROGRAM OF PAW¹

THE Petroleum Administration for War, hereafter referred to simply as PAW, is one of the smaller and less familiar war agencies. Originally established as the Office of Petroleum Coordinator by a presidential letter of May 28, 1941, the title was changed to that of Petroleum Administration for War by Executive Order No. 9276, issued December 2, 1942. Secretary of the Interior Harold L. Ickes was named petroleum co-ordinator by the President, and he in turn selected Ralph K. Davies of the Standard Oil Company of California to serve as deputy petroleum administrator. It should be emphasized that administratively PAW was not in the Interior Department, but was rather a completely independent agency.

Although the United States was not to enter the war until six months after the establishment of the OPC, Mr. Davies and his staff were confronted with the tremendous task of co-ordinating the functions of all the federal agencies and departments concerned with petroleum matters and of organizing industry so as to ensure the maximum production and proper distribution of petroleum products needed in the war against the Axis powers. Following our entry into the war on December 8, 1941, this problem of supervising the production and distribution of petroleum products so as to meet Allied military requirements and at the same time to fill minimum civilian needs for gasoline and fuel oil at home became increasingly difficult, and at times seemed to present a practically impossible goal. The achievements of PAW, however, are attested to by the high place on the list of reasons for defeat which both the German and Japanese generals gave to the lack of aviation gasoline and other petroleum products to fuel their tanks and ships, as compared with the seemingly inexhaustible United Nations supply.

Needless to say, this job could not have been accomplished without the creation of records—approximately nine thousand cubic feet of them. In order to give you a better understanding of the type of records program adopted by PAW, it is necessary to sketch briefly

¹ A paper read at the ninth annual meeting of the Society of American Archivists at Indianapolis, November 7, 1945. Except for limited revision, the paper here printed has appeared as *Records Administration Circular*, No. 8, The National Archives.

the administrative organization of the agency. By the end of July, 1941, the organization of the Washington office was pretty well defined. The main operating divisions, set up on a functional basis, included the Production, Refining, Transportation, Marketing, Conservation, and Foreign Divisions, each of which was responsible for supervising those operations of the petroleum industry which are indicated by their titles. The Research and Information Divisions were established at the same time to co-ordinate research, statistical reporting, and the dissemination of information by all the operating divisions. The Administrative Division was charged with the responsibility for handling all matters pertaining to personnel, accounting, property, and records, with the help of an administrative assistant assigned to the office of the director of each division. As circumstances made reorganization of the Washington office necessary from time to time, the titles of some of the divisions were changed, certain of their functions were transferred to new divisions, and new staff offices were created, but, on the whole, these changes did not radically alter the original organization.

The necessity for establishing field offices to deal more effectively with local and regional problems of production, distribution, and marketing soon became apparent and by the end of 1941 there were district offices functioning in New York, Chicago, Houston, Denver, and Los Angeles. Each of these offices was organized along the same lines as the Washington office, with the district director of each of the operating divisions responsible to the director of the appropriate operating division in the Washington office. General administration of each district office was placed under a director-in-charge, with routine administrative matters relating to personnel, accounting, property, and records under the supervision of an office manager or administrative officer responsible to the director of the Administrative Division in the Washington office. It eventually became necessary to establish suboffices within the five districts, but most of these were set up to perform the functions of only one or two divisions of a district office and had comparatively small staffs.

Even before the organization of the Washington office was completed, OPC officials, recognizing the need to organize the petroleum industry to assist them in accomplishing their assignment, called a meeting of industry representatives in Washington on June 19, 1941. As a result of this meeting and subsequent ones, the way

was paved for close government-industry co-operation. In each of the five districts, a general committee and a number of functional committees, composed of representatives of the petroleum industry and representing the fields of production, refining, transportation, and marketing, together with topical and regional sub-committees, were created. On November 29, 1941, the petroleum co-ordinator appointed seventy-eight leaders from all branches of the American petroleum industry to the Petroleum Industry Council for National Defense, which was later renamed the Petroleum Industry War Council. The purpose of this council was to serve as an advisory body in formulating policies and programs with respect to the domestic petroleum industry which would best assure that the war-time petroleum requirements of the nation would be met adequately, and to assist OPC in mobilizing the resources and securing the co-operation of the petroleum industry in carrying out the policies, programs, and objectives adopted.

In addition to the PIWC, whose activities were restricted to the domestic petroleum industry, a Foreign Operations Committee was created with headquarters in New York. The principal function of this committee, composed largely of representatives of American oil companies operating abroad, was to advise the OPC in the formation of foreign oil policies and programs. Besides the subcommittees dealing with petroleum problems in specific world areas, there were others concerned with various phases of the petroleum industry abroad. There is little doubt that much of the success of PAW in achieving its objectives must be attributed to the close working relationships established between government and industry in both the domestic and foreign fields through the operation of these industry committees and subcommittees.

Just as it was highly important that close co-operation be effected between government and industry, it was also essential that the activities of all the federal agencies and departments concerned with petroleum matters be co-ordinated. To this end four federal committees were created—the Petroleum Board, the Foreign Petroleum Committee, the Petroleum Supply and Distribution Board, and the Petroleum Requirements Committee. The membership of these interagency committees was composed of representatives of the War, Navy, and State Departments, the Office of Foreign Economic Administra-

tion, the War Production Board, the War Shipping Administration, the Office of Price Administration, the War Food Administration, the National Housing Agency, and the Office of the Co-ordinator of Inter-American Affairs. The effective functioning of these inter-agency committees made it possible for PAW to reduce to a minimum the amount of time devoted to liaison conferences, and to devote most of its time to meeting and solving the actual problems of the petroleum industry.

Unfortunately, less thought was given to the establishment of a sound records administration program at the outset of OPC than to the more immediate problem of setting up a strong organization which would be able to secure the co-operation of industry and other government agencies in meeting war-time petroleum requirements both at home and abroad. Under the supervision of an employee assigned to the office of the executive officer, a central files decimal classification scheme was devised for the Washington office. Experience has proved, I believe, that this was not a wise decision, because from the very beginning the so-called "central files" failed to operate as a real central files. The physical location of the central files with relation to the other offices and divisions was partly to blame, but coupled with this fact was the reluctance of many PAW officials (most of them men from private industry with little, if any, previous experience in the government service) to allow their files to get out of their reach, a reluctance which was strengthened by their habit of transacting much of their business by long distance telephone. Another factor preventing the efficient operation of a central files system was the secret and confidential character of many PAW records, which could not be sent to the central files under prevailing security regulations. The failure of the security officer to declassify this type of record until very recently has presented quite a problem in disposing of extra copies of secret and restricted reports, and in sending to the central files records which belonged there but which had been withheld because of their restricted character.

Of the twenty-two offices and divisions functioning in June, 1944, only seven were at that time sending any of their correspondence to the central files, and most of what was being sent consisted of copies of outgoing correspondence, routine incoming correspondence,

mimeographed releases and reports, and inactive records. Most offices and divisions either adopted an alphabetical subject arrangement for their files or devised their own decimal classification schemes, which bore no relation whatsoever to the central files scheme or which used similar classification numbers for entirely different subjects. This lack of uniformity between the central and divisional files classification schemes has already resulted in some difficulties, and care is now being taken to avoid further confusion as sections and divisions are abolished and their records sent to the central files for storage.

The need for a better records program was recognized by PAW officials. In June, 1943, Mrs. Ina L. Allmendinger was appointed administrative analyst within the Administrative Division, her duties being to give assistance in setting up new files, to help solve difficulties arising from existing filing schemes, and to keep an eye on the records management program of PAW as a whole. Although it was already too late to institute radical changes in the records set-up, certain improvements in filing systems could be made and it was hoped that future mistakes could be prevented. Mrs. Allmendinger, however, was not given direct control over the central files, but could act only in an advisory capacity. This fact, in addition to the fact that the availability of this qualified records analyst was not sufficiently publicized throughout the agency, tended to minimize the effects which otherwise might have been expected to result from this appointment.

Even before PAW officials began to show an interest in good records administration, they had responded to the request of the Bureau of the Budget that PAW, like other war agencies, compile a history of its activities concurrently with these activities. In April, 1943, the agency obtained the temporary loan of a member of the staff of the National Archives for this historical work. Subsequently, one of the special assistants to the deputy administrator, Dr. John W. Frey, was made responsible for supervising the historical project. A detailed outline for the history was prepared and it was decided that each division and office in the Washington and district offices should be made responsible for writing its own history, attaching any exhibits necessary to illustrate or explain its work. As these draft histories were completed, they were submitted to Dr. Frey for approval. If he felt that any changes were necessary, the history was returned to the appropriate division for revision and then resub-

mitted. The work of combining all of these individual histories into a well-organized whole remains to be done but, when completed, it should present a very valuable history of PAW because it will have been written by men who understood and were responsible for the operations and achievements of PAW.

In October, 1944, it was decided at a meeting between the representatives of the National Archives, PAW, and the Bureau of the Budget that a survey of all PAW records in the Washington office should be made as the basis for the preparation of a comprehensive schedule which would assure the orderly retirement of PAW records at the time of the liquidation of the agency, and it was at this time that I was assigned to make the survey. The original plan was for me to spend approximately one-half of my time on this PAW survey but this amount of time varied from week to week according to circumstances both at PAW and the National Archives.

The purpose of the survey was explained to members of the PAW staff in a memorandum circulated by the director of the Administrative Division. The order in which the offices and divisions were surveyed depended to a great extent upon the anticipated order of their liquidation, and which had their files arranged and labeled in such a manner as to facilitate the survey. The administrative assistant in each division was asked to submit a list of all the persons in the division who had records in their offices, giving the name of the office or section within the division and the room number, and a list of the reports prepared in the division. These lists proved helpful in making the survey, especially since the offices of a division might be located in two or three different corridors on any one of the seven floors of the South Interior Building.

As the records of each office within a division were surveyed, all pertinent information concerning them was recorded on a National Archives form. Particular attention was paid to giving an adequate description of the contents of each record series, the inclusive dates, the use made of the records, their rate of accumulation, their possible duplication in other offices, and their quantity. An effort was made to discuss the records with the men who had created them and understood them, as well as with the secretary or clerk who had filed them, in order to ascertain their administrative, legal, research, or other value. On the basis of the information thus obtained and the knowledge gained through the over-all survey of PAW records, I made my tentative recommendations for the disposition of the

Washington office records. The recommendations fell into one of three categories—permanent retention, temporary retention, or disposal at the termination of the agency. Extra copies of the correspondence, reports, and processed material were designated as non-record material which could be disposed of at any time, when no longer needed for reference or distribution purposes.

Because of the large number of offices and sections within each of the operating divisions, it was decided to prepare comprehensive schedules on a divisional basis rather than a single schedule covering the records of the entire agency. At first an effort was made to prepare a comprehensive schedule for each office or division as soon as the survey of its records was completed, but in the spring it became apparent that this procedure was going to delay the completion of the survey as a whole. Since none of the comprehensive schedules already submitted to the appropriate PAW officials for criticism and approval had been approved, it was decided that I should concentrate on completing the survey so that some information concerning all PAW records in the Washington office would be available if the agency or any of its divisions should be terminated suddenly. By the end of June, 1945, approximately six thousand cubic feet of records in the Washington office had been surveyed and eight out of a possible twenty comprehensive schedules had been prepared.

It should be pointed out here that this program adopted by the National Archives for effecting the orderly retirement of PAW records is not entirely typical of the programs adopted in the case of other war agencies. Whether or not from the National Archives' standpoint the final results will justify the direct participation in the agency's record retirement program by a member of its staff remains to be seen, but the present indications are that as a result of this policy we have more knowledge and thus a better control over PAW records, not only in the Washington office but also in the field, than would otherwise have been possible. Circumstances within PAW seemed to call for this type of assistance from the National Archives if an orderly records retirement program were to be achieved. With only one person on its staff able to devote full time to records administration and with her time largely taken up in solving routine records problems arising daily in the operating divisions and staff offices, the undertaking of a detailed survey of

records in the Washington office would have been practically impossible.

A simple records survey which had been made by PAW in the spring of 1944 for the purpose of locating empty file cabinets revealed that neither the administrative assistants nor the secretaries and file clerks in the divisions could be depended upon to provide the type of information desired in a detailed records survey. This statement is not intended to disparage the qualifications or ability of PAW employees, but is equally true of most employees in most government agencies. Working in a single office of an agency does not give an employee a knowledge of the operations and records of the agency as a whole, and it is this type of knowledge of records which is essential in making recommendations for their ultimate disposition. The problem of determining the location of "master" record sets of reports, schedules, or contracts which were found in many different offices and divisions was often a difficult one. It was seldom that I could get anyone to say that a record series was complete, and the physical location of the offices made impracticable the checking of duplicate files against each other for completeness. Non-record series were also listed on the comprehensive schedules so that the schedules could be used as guides by the office staffs in disposing of this type of material when it was no longer needed.

The preparation of "comprehensive schedules" was more or less of an experiment. Most lists and schedules received by the National Archives from government agencies are concerned only with records for which disposal authorization is desired, and take no account of records which must or should be preserved. On a "comprehensive schedule" are listed all of an agency's records, including those to be permanently retained. Although several comprehensive schedules covering records of the Navy Department and one or two other emergency agencies had been submitted to the National Archives for approval, there really were no established precedents to follow at the time that the PAW survey was begun. The chief weakness of the PAW records retirement program adopted by the National Archives has been that the comprehensive schedule is not an entirely practicable method for disposing of records of war agencies, which are subject to frequent reorganizations and abolition on very short notice. Both of these phenomena have occurred in PAW. The strength of the method of comprehensive scheduling, on the other

hand, is that it brings together in one logically arranged series a complete picture of practically all the records of the agency, valuable and useless alike. These schedules can also be used as a guide for all future action concerning the records as they summarize all the basic necessary information.

There has been a regrettable delay in obtaining clearance for the schedules in PAW, and in their submission to the National Archives. Much of this delay has been due to the frequent reorganizations within the agency, and to the rather cumbersome procedure set up within PAW for the approval of the schedules. Under the pressure of more important and urgent business, PAW officials have frequently laid schedules aside, and sometimes have forgotten them entirely until prompted by a telephone call. If these men desired any extensive changes made, either in the description of the records or the length of retention periods, retyping has sometimes been necessary. With the shortage of stenographic help, this has tended to delay final approval of the schedules by the director of the Administrative Division before their submission to the National Archives.

Another important factor causing delay has been disagreement between top PAW officials as to the ultimate disposition of the records, that is, whether or not those recommended for permanent retention should be turned over to the National Archives at the liquidation of the agency or as soon thereafter as feasible. Considerable interest in obtaining part or all of the PAW record collection had been expressed by officials of the Bureau of Mines, the Petroleum Conservation Division of the Interior Department, and the Army War College, but it was just this division of spoils which the National Archives was anxious to prevent. In a meeting with top PAW officials, the obvious disadvantages of such action were pointed out as against the advantages of transferring the entire PAW collection to the National Archives where the records would be available to anyone having reason to use them and where their integrity would be preserved. Some concern expressed by these officials concerning the use to which certain confidential records, especially those relating to petroleum reserves, might be put if they were transferred to the National Archives was allayed when they were assured that any necessary restrictions could be placed upon these records for a specified number of years after they were transferred to the legal custody of the archivist. As a result of these

negotiations, it now appears that all of those records which have been recommended for permanent retention on the comprehensive schedules will be offered for transfer to the National Archives.

While the survey of the records in the Washington office was under way, the problem of the disposition of field office records was also discussed with PAW officials. At first it was suggested that the office managers might be sent copies of the National Archives form used to make the survey in the Washington office and be instructed to make a similar survey of the records in the district offices. Subsequently a memorandum was issued by the director of the Administrative Division, instructing the office managers to see that all of their files were in good order and carefully labeled and to submit an inventory of any files proposed for shipment to Washington. The possibility of making the comprehensive schedules for the Washington office applicable to the field was also considered. Nothing further was done about the field office records, however, until April when Mrs. Allmendinger was sent to the District 1 office in New York to make a survey of the records there. Trips to the other four district offices were expected to follow this one, but the end of the war in Europe postponed the other field office surveys temporarily.

The sudden approach of V-J Day brought the immediate cessation of gasoline and fuel oil rationing—a most welcome day for all of us—and put an end to the operations of several PAW divisions. The hope that PAW could go out of business entirely by the end of December was expressed by the deputy petroleum administrator and plans were laid for the gradual liquidation of the Washington office during the last quarter of the calendar year. District office operations stopped for the most part with the end of rationing and the revocation of WPB orders restricting the use of critical materials, so that plans were made to close out the district offices by the end of September. Because there was little time to instruct the district office managers in methods for surveying or inventorying the field records, it was decided to send Mrs. Allmendinger to the four district offices which she had not visited. Since it was obvious that there would be many field records for which disposal authorization could be requested on the ground that they were entirely or essentially duplicated in the Washington office, the director of the Administrative Division asked permission for me to accompany Mrs. Allmendinger on this trip. It was believed that in this way

the survey and disposition of the field records could be expedited, because I was familiar with the records I had already surveyed and scheduled in the Washington office and could, therefore, more easily appraise similar records in the field.

We started out on this field trip early in September, visiting the four district offices in the following order: Houston, Los Angeles, Denver, and Chicago. Although a memorandum had been issued on August 24, instructing the staff to screen from their files certain types of non-record material, we found that very little of this had been done before our arrival. This fact tended to delay our survey because it meant that we either had to do the screening ourselves or wait while it was being done so that we could make a fairly accurate estimate of the quantity of records which remained to be shipped to Washington or to be listed for disposal. The fact that a number of division directors and their secretaries had already resigned before we arrived also increased the difficulties of the survey, but where there was any doubt about the value of the records or their duplication in the Washington office, we recommended that they be shipped to Washington.

Of the 1,700 cubic feet of files surveyed in these four district offices, only 300 cubic feet, or approximately 17 per cent, were recommended for shipment to Washington. Of the remainder, about 1,000 cubic feet were recommended for disposal. The other 400 cubic feet consisted of non-record material which was either disposed of during the survey or marked for disposal whenever it was of no further use. While we were in the field, a disposal list was prepared covering, for the most part, duplicate administrative records in all the field offices. This list was approved by the Washington office, submitted to the National Archives before our return, and has already been approved by Congress, thus making possible the actual disposal of about 200 cubic feet of records before the closing of the district offices. Because of different delegations of authority to each of the districts, necessitated by different problems of production and supply of petroleum products in each, however, it seemed advisable to prepare separate disposal lists for each district office to include those records not covered by the above list applying to all field offices. These four lists have now been approved by the Washington office and submitted to the National Archives, and Congressional authorization for all of them will be received shortly.

The records covered by these disposal lists were segregated into as few cabinets as possible, carefully labeled, and arrangements were made for storing them in federal office space, so that as soon as authorization is obtained the records can easily be disposed of in the field, thus saving the considerable expense of shipping them to Washington for disposal.

The records which we recommend for shipment to Washington were also segregated into as few cabinets as possible and each drawer carefully labeled. After we had cleared our recommendations with the appropriate division directors in the Washington office, who concurred in them practically 100 per cent, telegrams were sent to the office managers in those four districts to ship the records marked "To Washington," plus any others which the division directors had requested be sent in. These records are now on their way to Washington. Thus, except for the District 1 office in New York, which will not be closed until the end of this month, the problem of the disposition of PAW field records is well taken care of. The records of the New York office are to be shipped to the Washington office so that the proper disposition may be made of them.

Several problems encountered in the surveying and scheduling of PAW records both in Washington and the field may be worth mentioning here. Almost every PAW office accumulated and filed copies of processed reports and minutes of meetings of the Petroleum Industry War Council and the district industry committees. While an almost complete file of the general and functional industry committee minutes and reports has been maintained by the Office of the Deputy Petroleum Administrator, more complete sets of the various functional subcommittee minutes and reports have usually been found in the files of the appropriate operating divisions of the Washington office. The minutes and reports of the general and functional committees in each district were recommended for shipment to Washington for incorporation into a master record set. All copies other than those mentioned above have been considered non-record material.

The records of the petroleum industry committees are, at best, only quasi-governmental, and the problem of their disposition has been an interesting one, and one which is still not definitely settled. While surveying PAW records in Districts 2 and 3, we took the opportunity to look at the industry committee records. We found

the committee staffs busy putting the files in good order and eliminating duplication, despite the fact that no decision had yet been reached regarding their ultimate disposition. The committee in District 2 had even hired an indexing specialist to arrange its files and prepare a card index to them, and had added a professional writer to its staff to write its history. We were told that an extensive history of industry committee activities was being prepared in each district, with photographs and bound volumes of minutes and reports as exhibits. Although the deputy petroleum administrator had suggested to the petroleum industry the possibility of turning over its committee records to PAW, industry's preference has seemed to be to put the files in storage rather than to turn them over to the government. I feel that these industry records are a unique and valuable group which should be preserved together with the records of PAW, where they will be accessible for research purposes and will also serve as an excellent example of the close co-operation effected between government and industry in one field during the second World War. Even if industry cannot be persuaded to turn its records over to the government, however, a copy of the history, which has been presented to the deputy petroleum administrator, will be preserved as a part of PAW files.

Because of the close relationship between PAW and the petroleum industry, much confidential information concerning technological processes, operating costs, production figures, and reserves of individual oil companies became available to the government for the first time. Much of this information was not supplied to PAW as such, but rather to PAW officials who, as former employees of oil companies, were being kept advised of their companies' activities. In this category may be mentioned confidential technological reports prepared by the research laboratories of refineries, concerning the development of new refining processes. Some of these reports were submitted to PAW officials for their personal use only, and it was specified that certain other reports were to be returned to the companies when they were no longer needed. Except where such reports have been made a part of the classified files, they have not been considered federal records.

There has also been the problem of determining whether the records created and accumulated by the military and naval personnel assigned to PAW should be considered records of PAW or records

of the War and Navy Departments. As a rule, these records have been considered as belonging to PAW only in those cases where the Army or Navy liaison officers were on the PAW payroll or where they have offered their records to PAW.

Because of the close working relationship between PAW and some of the other government agencies, such as WPB, ODT, FEA, OPA, DSC, SSS, and WMC, many records were found in PAW files which either entirely or partially duplicate records in those agencies. Printed and processed orders, regulations, press releases, and reports of other agencies filed in PAW offices for reference purposes only have been disposed of as non-record material. This does not include drafts or final copies of WPB orders prepared and administered by PAW officials. In general, the various types of applications which required processing by other agencies in addition to PAW have been recommended for retention as a part of PAW files for whatever period of time seems necessary for administrative or legal purposes as far as PAW interests are concerned. In other words, PAW records have not been listed for disposal on the ground that the "master" record copies or the most complete set of certain record series are on file with another agency, but have been appraised upon the basis of their own intrinsic value.

Since the chief function of PAW has been that of an expediting and facilitating agency, it is not surprising that a large quantity of the records created and collected by it were of only temporary administrative value. Especially numerous in this category are applications for priority assistance to purchase materials for the construction of domestic or foreign production, refining, distribution and marketing facilities, applications for exception to petroleum conservation and distribution orders, conversion case files, and company requests for the deferment of industry personnel. While compliance and violation cases, as well as general policy correspondence and reports concerning the administration of the different programs, have been recommended for permanent retention, the routine case files have been recommended for retention periods of two, three, five, or ten years, depending upon the possible administrative or legal value of the records. In many cases an alternative retention period has been designated, corresponding to whatever period of time may be designated by statute for the submission of claims against the government arising out of PAW activities. As yet no

decision has been reached as to where the records recommended for only temporary retention will be kept for the specified period of time following the liquidation of PAW. A decision on this point cannot be reached until the official liquidation date of PAW is determined and its liquidating agent is appointed.

In addition to those records of only temporary administrative value created by PAW in performing its job of expediting the production and supply of petroleum products, PAW officials also collected large quantities of printed and processed reports, state conservation regulations, maps, and statistical data for reference purposes. In the process of maintaining a check on all new wells being drilled, spudded, or plugged, the Production Division staff both in the Washington and district offices subscribed to numerous periodic processed and typed statistical reports, such as the Vance-Rowe Production-Pipeline Report, the Ira Rinehart Oil Report, the Schoenfelt and other commercial scouting service reports. Other statistical reports were supplied to PAW free of charge by oil companies, state conservation departments or commissions, and other regulatory bodies. While most of these reports were studied and retained by PAW officials, any pertinent figures were usually taken from these reports and embodied in other statistical reports prepared by the Production Division staff. Since complete sets of these PAW reports are being retained, the non-PAW statistical data has been treated as non-record material, in the same category as the petroleum industry journals and technical books found in every office. This decision was influenced not only by the large quantity of processed statistical material, but also by the fact that any of these reports will probably be available from the source which supplied it to PAW.

Many other problems encountered in putting PAW to bed could be related, but I am sure that by this time you must be as tired out by the ordeal as I am. In conclusion, it can be said that the records retirement program of PAW is well under control. Without the co-operation of PAW officials, however, the program could have made little progress, regardless of the efforts expended on it by the National Archives. The assistance which the National Archives has given to PAW in surveying and scheduling its records has not only promoted good records administration and fostered a close working relationship between the two agencies, but has also helped to extend

knowledge concerning the purpose and activities of the National Archives. The National Archives also stands to benefit further from its share in this records program after the records recommended for permanent retention are transferred to the legal custody of the archivist because the boxing, checklisting, and servicing of PAW records should be comparatively easy on the basis of the familiarity with the administrative organization and arrangement of the records in both the Washington and district offices gained by having one of its staff do the actual surveying of the records and the preparing of the comprehensive schedules and disposal lists. And now, with these final comments on the PAW records retirement program, let us put PAW to bed and hope that he sleeps soundly forever after.

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² Since the reading of this paper Miss Bourne has become assistant record officer of the Bureau of the Budget.

HOME FRONT RECORDS OF NEW YORK, 1940-1945: THE PROBLEM OF DISPOSITION¹

AFTER the first World War many of the records of New York state's home front activities were gradually destroyed. The result is that outside of the legislation which is naturally available, there is very little material which bears on the story of the war-time organization of the state. This is true for the Office of the State Historian, for the localities generally, and even for some of the state departments. Part of what little was left in the executive office has since been destroyed by water and steam. One professor at Cornell went to Albany and saved some records of the Farm Machinery Repair Program by picking them out of the scrap basket. Individual cities occasionally published military records and there were a few short statements on the production of war equipment by representatives of individual companies, as are to be found in the three-volume work entitled *World War Service Record of Rochester and Monroe County, New York*. No extensive collections, however, are available and no systematic attempt was made to preserve any.

It was to prevent this sort of thing from happening again that in April, 1945, the New York State War Council secured from the legislature an amendment to the War Emergency Act which added a new power to those previously granted it. The language of the grant empowered the State War Council "to provide for the care, custody, control, or disposition of books, papers, and records of local councils and their agencies," subject to the authority of the commissioner of education over records generally.

Pursuant to the authority granted the council in this amendment, it issued Order No. 23 in relation to "the books, papers, and records of local war councils and their agencies," which in effect required local councils to retain their records and authorized the executive secretary to act for the council and issue the necessary instructions as the work progressed.

Section 1197 of the Education Law empowers the commissioner of education to authorize disposal of records upon application from

¹ A paper read at the ninth annual meeting of the Society of American Archivists at Indianapolis, November 7, 1945.

a public governmental authority. Accordingly, permission was sought and obtained from the commissioner of education which empowers the war council to authorize disposal of three types of records which we will refer to below. So much for the legal aspects of the problem of disposition.

You have gathered, perhaps, that New York state has operated during the war years under the general authority of legislation collectively entitled "The New York State War Emergency Act." This act created a State War Council to carry out purposes and exercise the powers granted by the act. The council consists of the governor as chairman, and in addition the presiding officers, the majority and minority leaders and chairmen of the finance committees of both houses of the legislature, and twelve members appointed by the governor. This State War Council had as its agents local war councils, the creation of which was authorized originally by executive order on August 1, 1940. These were established in every county and city of the state and financed locally. The State War Council created and financed new agencies on the state level to help with the war effort only where it felt the work of already existing state departments would be inadequate.² Where the state departments were already in the field, funds previously voted in a lump sum to the State War Council by the legislature were allocated by the council to these different departments for specific purposes. The result of five years of war operations by such a system of state and local war councils, State War Council agencies, and state departments was the creation of groups of records concerned with every conceivable phase of the domestic war effort and located in widely scattered communities all over the state. It is the future of this material which is the subject of the present paper.

The question as to the proper disposition of these records was taken up by the war council last spring. After consultation with Dr. Albert B. Corey, director of the Division of History and Archives, the secretary of the council appointed the secretary of the newly formed New York State Association of County Historians, a teacher of European history by profession, to do the job: time limit—six months.

The plan adopted July 1 was worked out by him with the very

² Among such agencies were the offices of Civilian Mobilization, Physical Fitness and War Transportation, the Emergency Food Commission, and the Committee on Discrimination in Employment.

generous advice and co-operation of Dr. Corey and Mr. Henry Eddy, state archivist. It called for:

1. A state-wide inventory of all war council records created under the authority of the War Emergency Act on the two levels, state and local.

2. A decision as to which records should be saved and which should be destroyed, indicated as item No. 14 on the inventory check sheets.

3. A decision on the local level as to which of two or three available depositories should receive these records for permanent storage and servicing.

4. A decision on the state level as to whether the records of a department which are deemed of permanent value should remain with it or go to the state archives for storage and servicing, and if so, when this transfer should take place.

5. The enforcement of the above decisions as indicated on each of the inventory check sheets which were to be returned in copy to the council or agency in question.

A brief explanation of these five steps follows.

The inventory of the local war council records is now over 95 per cent complete. It was the first to be undertaken in order to take advantage of the summer weather for traveling and to forestall the possible destruction of materials in the smaller offices through ignorance or carelessness. In three cases destruction of major proportions was discovered to have already taken place. The execution of the project was obviously beyond the powers of one man—108 local war councils were just too many—and completion would not have been possible within the time allotted without the willing co-operation of the five staff members of the field service of the Office of Civilian Mobilization. These men were assigned to the director of the Division of Records, accompanied him on several initial trips and then took over the work of inventorying the records of the remaining councils in their respective territories. The director was then free to deal with the state agencies. In all cases where it was possible, the person or persons originally in charge of the files were present during the taking of the inventory, and when it seemed a safe procedure, were allowed to do the actual work themselves, after its nature had been thoroughly explained. Only once or twice has the work had to be redone. In the case of drawers of correspond-

ence we have requested a breakdown of the file by folder headings on the back of the inventory sheet. The inventory of the records of state agencies and departments, about 25 per cent of which has now been completed, has generally been farmed out to the clerks in charge of the files, following a preliminary session of instructions. The forms in use for state and local records are adaptations of blanks worked out by the National Archives and are the same with the exception of item No. 14. This refers to the alternatives available in the matter of disposition. Now we come to the second step.

After four months of operation the decision as to what to keep and what to throw away has pretty well crystallized, but at the beginning not all the pertinent factors were known. We had to learn as we went along. The basic principle of selection is the insistence by the war council that a minimum of historically valuable material be preserved to make it possible to tell the story of what took place on New York's home front during the second World War. The attitude of localities and individuals toward their records has varied greatly. Some want to keep everything, especially if they are proud of their local organization. Others are quite content to throw everything out. The latter are this time in a minority. Of course, there are the usual variations from one extreme to the other.

Generally speaking, we have said that the local councils may keep everything if they wish, except personnel cards and enrollment blanks containing information of a highly personal or confidential nature. After discussion with the attorney-general's office it was thought advisable to require that these be destroyed. On the other hand, as we have mentioned above, we have been permitted by the commissioner of education to authorize them to destroy, if they wish: (1) "Card files regarding personnel and containing information of a personal nature, and also personnel files of such bulk as to render permanent retention impossible or impractical"³; (2) "Covering letters, acknowledgements of communications received, and similar incidental items of correspondence not essential to an understanding of the operation of the agency"; and (3) "Duplicates of vouchers and of financial records of similar type whose originals are

³ Examples are the personnel files of the volunteers who worked in the Civilian Protection and Civilian Mobilization organizations, the survey cards showing evacuation accommodations prepared by the State Division of Housing, Child Care Committee Case Studies, and fingerprint cards now duplicated in the Albany office of the Department of Correction.

filed with the Department of Audit and Control, or, in the case of local agencies, with the appropriate financial officer of the political subdivision creating the agency in question."

Furthermore, we are also suggesting that communities need not keep unless they wish: (1) state and federal letters, circulars or directives of a general nature that come to them in mimeographed form, since copies of these materials are preserved in the files of state and federal departments and will likewise be in the State Archives, on the completion of our program. One exception here is the *Official Bulletin of the State War Council*, a printed newspaper. Nor is it necessary to retain: (2) duplicate copies of directives or circular letters issued by them provided they have two complete files for their own records.⁴

At first we checked each inventory sheet not only on item No. 14, but also marked each folder heading in the breakdown of the correspondence files on the back of the sheet. That took more time than the director subsequently found at his disposal. The result was a two-page letter to the local councils which accompanied the inventory sheets upon their return to the council. It is not a guide to the disposition of specific folders, and it could not have been written at the start of the inventory. It does, however, save the director's time and it also embodies additional instructions subsequently found by experience to be advisable. Guidance in the disposition of their records is usually much appreciated by the officials of the local councils, especially if they are proud of their work.

The third and fourth steps involve the selection of a suitable depository. This is a relatively simple matter on the state level, but has a number of complications on the local level. On the state level, an informal agreement is easily reached with department and agency heads as to whether their records are, or will be, active or inactive. Most existing state departments that have received war council funds prefer to retain the resulting records in their offices if the war-time program is at all clearly related to their regular work.

⁴ A list of the major types of records to be found in the offices of the state and local war councils and the state department is: correspondence; minutes; reports of all kinds; personnel card files of all sizes; finger-print cards; housing and child care survey cards; volunteer enrollment blanks; receipts for civilian protection equipment; the usual purchase vouchers for equipment; receipts for freight shipments of salvage goods; state, federal and local directives, newspapers, circular letters, and press releases; posters and form for collecting, analyzing, and dispensing information; photographs, charts, and maps.

Where this is not the case, they have been glad to have us box the records for storage with the Division of History and Archives.⁵

As for the records of the war council's own agencies, such as the Office of Civilian Protection, Civilian Mobilization and Physical Fitness, the War Transportation Committee, and the Committee on Discrimination in Employment, these have all become inactive with the recent closing of those offices. Consequently, with the exception of the files of the last named committee, which we have temporarily made available to the new State Commission Against Discrimination in Employment, these files have been prepared for storage with the Division of History and Archives.⁶ Regardless of disposition, however, an inventory is being made of the records of all state programs financed in whole or in part by the State War Council.

In dealing with county and city war councils, on the other hand, we have found that the local situation usually dictates the choice of a depository. While we ordinarily prefer the public library, historical society, county or city historian's office, or county or city clerk's office, in that order, one or two of these institutions are frequently missing or inadequate. We have found that the local people usually know the best place once we make clear the importance of the following factors: (1) Freedom from danger of fire and dampness. (2) Adequate care and servicing by a trained person or staff interested in preserving historical records. (3) Future accessibility to the public for purposes of legitimate historical research. It is worth mentioning that after further discussion with the attorney-general's office it was determined that we might "authorize the transfer of local records that are to be kept to depositories such as private libraries or museums, having the best available facilities for storage and servicing," provided they are those to which the public generally has access. Furthermore, as soon as the local war council officials discover that we are not planning to take their records away from them, but instead are as much interested as they to have them well

⁵ The records of a considerable part of the war-time agricultural program which was operated from Cornell University will remain at Ithaca.

⁶ In preparing files for storage we gave up very soon our original attempt to cull files folder by folder. Occasionally, we still split a folder, but usually a folder is either kept entire or thrown out. In boxing files, we use a carton which comes flat and when made up with gummed paper strips two inches wide, holds letter size folders one way and legal size the other. When full, the boxes are tied, numbered consecutively, labelled as to contents, and a typed box list is prepared showing the number and contents of each box.

housed and cared for in their own community, they co-operate with us willingly enough in everything else. Occasionally there occurs a tug-of-war between two local groups as to where the records should be placed. This is a rare event, and takes place only when the community is split into factions which have not co-operated harmoniously during the war. In such instances our position has been to take no stand in the matter, if each of the two places is satisfactory. In such cases, we have preferred to let the chairman of the local war council make the decision. Only where one of the proposed depositories is not desirable have we written persuasive letters which at the same time contrive to make clear indirectly that there is legal authority behind our preference. To date our authority has not been questioned, nor has any initial suspicion of state interference, which is sometimes encountered, persisted unduly.⁷

In addition to the actual disposition of the records themselves, the other part of our program should be briefly mentioned. This is the preparation of a number of specific reference tools for subsequent research into the internal history of New York state during the second World War.

The return of the inventory check sheets to the local war councils as guides to the disposition of their records is not the only use to be made of them. Our present plan is to file them at the office of the state historian as a permanent union catalogue, showing type, quantity, method of filing, and permanent location of all records created under the authority of the War Emergency Act. This is the only material that is at present being considered for microfilming, and will constitute the only available guide to the nature and whereabouts of the various groups of records until, and unless, it be subsequently published. This procedure, however, is being considered in conjunction with brief administrative histories of each state department, agency, and local war council. A bibliography of all pamphlets which these agencies have published or distributed, to-

⁷ The fifth and final step is the return of the check sheets to the local councils with the letter of instructions and a notice of free cartons for the boxing of their records upon application to the State War Council. This is necessarily a weak point in the program, for we are depending upon human beings who, no matter how interested they may be in preserving the records of their local council, are busy and apt to delay action where the work is unfamiliar. The actual work of transferring records to the final place of deposit, which we do ourselves on the state level, has to be delegated on the local level. We are consequently planning a final checkup of the local councils at the very end of the program.

gether with the titles of articles and addresses describing the work of the various agencies, would probably be included. This triple combination would constitute a reference manual designed primarily for administrators, legislators, and scholars.

A second reference tool is being created in the form of a file of brief, five-year administrative histories of the war activities of each state department, State War Council agency, and local war council. We are calling for these now, while those concerned with the work are still alive and memories are vivid. The local councils have been asked to emphasize their own programs rather than those originating with the state. With each manuscript we are also placing copies of all forms (including posters) that have been used to collect, analyze, and dispense information regarding the programs under way. These include questionnaires, form cards, leaflets, mimeographed syllabi, and newspapers, and furnish further evidence as to how the war-time problems were handled.

In the third place we are building up for the state historian's office a pamphlet file of all substantial publications mimeographed or printed during the war years by the various state agencies and departments. This will also include many federal pamphlets distributed in New York through state channels. Our aim is to keep two copies of each in Albany, and to distribute as nearly complete duplicate sets to half a dozen of the chief reference libraries of the state.⁸ This file will provide the chief basis for the bibliography of war-time publications projected as part of the reference manual.

A fourth item, which will constitute an addition to the pamphlet bibliography will be a list of the titles of important articles and addresses published or delivered by state officials on the war-time programs of their respective departments.

At the last meeting of the State War Council it was recommended that the council consider the advisability of presenting in print to the citizens of the state and to the rest of the country generally the picture of a people democratically organized on the home front to wage total war. Furthermore, that this story be presented in at least three different ways:

1. To public officials and scholars through the reference manual described above.

⁸ These are the New York Historical Society in New York City, the New-York State Historical Association at Cooperstown, the libraries of Cornell and Syracuse universities, the Grosvenor Library in Buffalo, and the Public Library of Rochester.

2. To the people at large,

a) through a narrative history of the organization of the state for war and its achievements in production, in preparation for civilian defense, and in the solution of war-connected problems of an economic and social character.

b) through three dimensional exhibits in the state museum to illustrate the organization of the state in time of war and the permanent political, economic, and social gains that have resulted from five years of war experience.

The collection of materials for exhibits in the state museum is progressing slowly but steadily. A brief, five-year history of New York state in the second World War has recently been authorized by the council and we have begun to collect information. The reference manual is a distinct possibility for next summer.

When the entire records program is completed, New York state will have a coherent body of reference materials for the war years, well housed and catalogued. The bulk will be in Albany, New York City, and Ithaca. The remainder will be decentralized in the counties and cities, but access to these local records will be available through the catalogue in the Division of History and Archives in Albany. Likewise, some progress will have been made in the collection of tangible objects with which to illustrate visually the impact of the war years upon the state's civilization. A brief, inadequate effort will also have been made through the five-year report to pull all the threads together and present a total picture as it appears now at short range. This material, taken together, will, we hope, be adequate for any subsequent research into the operations of the home front in New York state during the second World War.

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REVIEWS OF BOOKS

RICHARD G. WOOD, Editor

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The Classification and Cataloguing of Maps and Atlases, by Samuel W. Boggs and Dorothy Cornwell Lewis. (New York. Special Libraries Association, 1945. Pp. 175. \$8.75.)

The map and atlas collection of the United States Department of State served as the laboratory in which were tested and developed the principles that are set forth systematically, concisely, and exhaustively, in this compact and useful manual. The volume, to use the words of the authors, is "principally concerned with practices needed for separate map collections, although provision is made as well for adaptation to a consolidated book and map catalog. . . . It is an attempt to extend to the cataloguing and classification of maps and atlases, so far as possible, the techniques which have been developed by librarians for books, and to add the further techniques needed to bring maps and atlases into the realm of systematically arranged research material."

The major headings of the manual are: classification and filing of maps; the catalogue card; organization of the catalogue; technical notes concerning maps; the classification schedule; and subject headings. The knowledge and techniques of the geographer and of the librarian have in varying degree shaped each of these parts. The first four sections of the volume encompass types of information that are obviously useful to all persons who administer and maintain map collections. The last two sections present the results of a prodigious amount of thought and labor that have been devoted to creating a readily useful, yet highly developed scheme of classification and codification. It is to be hoped that users of the volume will give careful attention to these sections before embarking upon the development of completely independent systems.

Of particular value to persons who may be called upon to deal with the problems treated in this publication and who have not had training in either the fields of geography or library science, are the numerous illustrative examples, many of which are presented in graphic form.

While the manual gives only passing mention to the cataloguing of old and rare maps, it does list references pertinent to that subject. The keepers of archival map collections will, nevertheless, find this publication an essential tool in solving many of the problems peculiar to such collections. Such omissions or errors as have been noted are of minor significance and do not detract from its over-all worth. The reviewer is, however, of the opinion that a more substantial binding than has been used is not only justified, but is mandatory for a publication that will receive the extensive use for which this volume is destined.

JAMES A. MINOGUE

U. S. Navy

The Matabele Journals of Robert Moffat, 1829-1860, by J. P. R. Wallis. Government Archives of Southern Rhodesia, Oppenheimer Series, No. I. (London. Chatto and Windus, 1945. 2 vols. Pp. xv, 38 and vii, 295. 30/s.)

From an archivist's point of view, one of the most interesting works that has come from the press in recent years is the two volumes of the Robert Moffat journals, published by the Government Archives of Southern Rhodesia as the first of the Oppenheimer Series. As a piece of book-making, alone, the publication is of intense interest, especially in a time of war shortages. Printed by the Glasgow University Press, and published by Chatto and Windus, the volumes, in clear, beautiful type, on good paper, with wide restful margins, and excellently bound, are a joy to the eye. Besides frontispieces in full color, there are other plates and maps.

That the small and comparatively new country of Southern Rhodesia has been able to undertake so ambitious a series of publications from its archives, which were only established in 1935, is due to the generosity of Sir Ernest Oppenheimer, an enthusiast for Africana, who, in the American theatrical sense, has become the "angel" of the project. The series is under the general editorship of J. P. R. Wallis, a former professor at the University of Pretoria, and the artist-explorer Thomas Bains.

The choice of the journals of the missionary Robert Moffat, as the first two volumes of the series, is a happy one. Missing for nearly fifty years, these papers were found in the saddle room of a Cape Province farm, and acquired for the archives in 1941. They cover five visits made by the missionary into Matabeleland from 1829 to 1859, and contain details of his relations with the black chief Moselekatse which represent almost the first penetration of Western civilization into this particular corner of darkest Africa. Missionary journals are to African history what the Jesuit Relations are to America. In many cases they are the only source material for the period they cover.

The editors are to be congratulated on their decision to publish the journals practically complete. All historians who have worked with selected editions of journals, know to their sorrow, that the most well-meaning editor invariably omits those very details for which the scholar is seeking. One may even question, in this case, whether some future social historian may not regret the omission of "a few instructions relating to very trivial domestic concerns," and it seems possible that physicians might have been interested in "the account in unsavory fullness of detail, of his treatment of Moselekatse's constipation." Certainly no reader of modern novels could have taken offense at it.

The publication of a country's archives before any systematic history of that country has been written, seems the historian's dream of ideal perfection. Scholars everywhere may be encouraged to hope that other men of wealth will see in such publications, the possibility of a memorial more lasting than

"marble and gilded monuments." One wonders, with a slight twinge of apprehension, however, whether archivists of the future will be chosen, like college presidents for their ability to attract donations.

The chronology, given in the appendix is helpful, and the notes on the Bechuana tribes indispensable to a novice. The bibliography, while necessarily short, owing to the limitation of the field, seems to be scholarly and adequate, and tempts to further reading, as all good bibliographies should do. Especial praise should be given to the index, which is so clearly printed, and well spaced, as to be a pleasure instead of a stumbling-block. It follows the very commendable recent practice of collecting all references to names of varied spelling under the most acceptable form.

ELIZABETH KIEFFER

Franklin and Marshall College

Calendar of the Jefferson Davis Postwar Manuscripts in the Louisiana Historical Collection. (New Orleans. Louisiana Historical Association, 1943. Pp. iv, 325. Mimeograph.)

Perhaps most calendars stir little general interest, but here is one which offers both satisfaction and reward not only in examining but actually in reading these paraphrased condensations of the letters written to and from Jefferson Davis, president of the Confederate States of America, especially during the last years of his life. In fact, most of them are answers sent in response to enquiries made by Mr. and Mrs. Davis while compiling the material for their books relating to the period, particularly the military and political phases of the Confederacy's history. The originals are preserved in the Confederate Memorial Hall in New Orleans, where they were deposited by Mrs. Davis after her husband's death.

Personal interests, of course, vary but there should be general interest among historians and writers on Southern history in the considerable data recorded here which was used in the preparation of *The Rise and Fall of the Confederate Government* published by Jefferson Davis in 1881, as well as much comment on it received during the following ten years.

This orderly list of letters ranges in date from March, 1863, to December, 1891. They number approximately five hundred after 1876 and about one hundred before that year. Some have appeared in print, but here all follow in chronological order and reveal the flow of public opinion and the valuable personal comment of those present during critical moments in our history. Likewise they reveal much of the personality of the central figure as expressed in the correspondence which flowed to and from him.

The editors have provided frequent footnotes verifying persons, as well as cited references. There is also a helpful index, more adequate on the individual than on the subject side.

A portion of the work of calendaring was done by the Historical Records Survey, which later was revised and amended through private editing. Still later, the material was assembled and published under the supervision of General Allison Owen, president of the Louisiana Historical Association, and Mrs. Peytona L. Howell, curator of the Confederate Memorial Hall.

CHARLES E. RUSH

University of North Carolina Library

Biennial Report of the Mississippi Department of Archives and History, July 1, 1943 through June 30, 1945. (Jackson, Mississippi. 1945. Pp. 30.)

This report, which is patterned after those of previous years, was prepared by Miss Charlotte Capers, acting director in the absence of Dr. William D. McCain. It gives a detailed account of the activities of the various divisions of the department: the Division of Archives, the Library, the Hall of Fame, and the Museum.

The analysis of services rendered to the public should be of considerable interest to archivists. During the biennium, 5,382 written requests for information were answered and 5,512 researchers visited the institution in person. These totals are tabulated by months, by states, and by subjects of written requests. A surprisingly large total of thirty-three written requests originated in Italy. It would seem that Captain McCain did not altogether forget the home front while sojourning abroad.

In listing accessions, it is revealed that Mississippi has made a special effort to collect second World War materials relating to the state, including, among other things, the files of sixteen different service publications. The failure to indicate the source of manuscript accessions detracts considerably from the value and interest of this section of the report. For example, all of the manuscript materials received during the biennium appear to have come from private sources. However, it is quite possible that several items, such as, "Noxubee County Papers, 1830-1881, 75 pieces" may have been transferred from official sources.

By way of contrast, the financial statement is published in great detail. The exact amount disbursed for each budget item, including salaries is listed. In order to carry out its program for the future as outlined in the conclusion of the report, the department is requesting \$27,120 for salaries and \$15,000 for support and maintenance for the biennium 1946-1948. It is interesting to note that \$3,000 is being asked for microphotography equipment, although a photostating machine, a laminating machine, and fumigating vault are also needed.

A two-page index is appended to the report.

GUST SKORDAS

Maryland Hall of Records

Resources of Pacific Northwest Libraries: A Survey of Facilities for Study and Research, by John Van Male. (Seattle. Pacific Northwest Library Association, 1943. Pp. xv, 404. \$4.00.)

As director of the Pacific Northwest Bibliographic Center, located in Seattle, Dr. Van Male is in an excellent position to write on this subject, and the careful study which he made gives added weight to what he says. The survey was made in 108 libraries in British Columbia, Idaho, Montana, Oregon, and Washington, and includes all types, such as: public, state college and university, historical society, medical society, law, art museum, and the Provincial Archives of British Columbia. The study is divided into an analysis of the holdings of libraries in five categories: general works, humanities, social sciences, natural sciences, and technology. In each group Dr. Van Male finds that only a beginning has been made toward establishing collections adequate for study and research.

An exception is in the field of Northwest history, wherein the libraries have managed to acquire practically the entire printed record of the region, while a great number of manuscripts sources of the early period have been gathered and preserved. A few libraries have acquired business, church, association, and governmental archives. In the archival collections, as in the book collections, however, large gaps exist, not only as to periods included but also as to types of archives acquired, since at present only two libraries in the region actively search for archival material.

The study is an attempt at a fair evaluation of the library holdings of the Pacific Northwest, made with an awareness of the handicaps of youth, isolation, limited financial means, and economic and social demands, together with an acknowledgement of the co-operative work already being carried out within the region. While not minimizing the accomplishments, it points out weaknesses in library collections already recognized by many Pacific Northwest librarians, and offers concrete suggestions for regional co-operation to enable the libraries to supply the needs required for study and research.

ELEANOR J. ROSS

U. S. Weather Bureau

Library Resources of the University of North Carolina: A Summary of Facilities for Study and Research, edited by Charles E. Rush, Director of Libraries. (Chapel Hill, N.C. The University of North Carolina Press, 1945. Pp. x, 264. \$3.50.)

This book is a product of the collaboration of Mr. Rush, director of libraries at the university, with specialists on the faculty and members of the library staff who know intimately the strength of the library holdings in their special fields. They have combined their information in the production of this volume which is appropriately released on the occasion of the sesquicentennial celebra-

tion of the University of North Carolina. It depicts the achievements of the university library and also reflects the vision and courage of those who have been responsible for its development and growth.

The library resources of the university are summarized in nine major divisions which show the distribution of material as follows: The Library in Scholarship and Research, Collections and Foundations, Bibliography and Reference, Biological and Related Sciences, Fine Arts, and Philosophy, Language and Literature, Physical Sciences, Social Sciences, and Library Extension.

The book attracts the interest of archivists and custodians of historical manuscripts in as much as it contains listings of the earliest accessions ranging from prehistoric exhibits to manuscripts, and authoritative book on all phases of knowledge from the beginning of printing down to the present day. In addition to the fundamental collections in the subject fields, the library has built up a number of notable special collections. A few of the most important collections are listed as follows: (1) The Hill Collection of North Caroliniana, containing manuscript bibliographies, state documents, and volumes of state laws. (2) The Southern Historical Collection, containing over two million manuscripts and other material relating to the South. Dr. J. B. de Roulhac Hamilton has contributed much to the growth of this body of material. (3) The Hunter Collection of medieval manuscripts and fifteenth-century books. (4) The Hanes Collection, containing early manuscripts and rare books including the famous Bible printed in Mainz by Gutenberg. The treatment of these library holdings in this volume, particularly these rare books and manuscripts, makes this publication of special interest to archivists as well as an invaluable aid for research.

E. A. GREEN

SHORTER NOTICES

RICHARD G. WOOD, Editor

The National Archives, Washington 25, D.C.

The *Erreurs et Vérités dans l'Histoire d'Haiti* (Port-au-Prince, Haiti, 1945. 381 pp.), by Mentor Laurent, director of the Librairie d'Histoire d'Haiti, is an attempt to correct the errors in Haiti's written history. Particular emphasis rests on the heroic age of Toussaint Louverture. Laurent's method of correcting the errors is to quote passages from authors with whom he differs and refute their statements by means of documents. Many documents are printed *in extenso*. His own statement of method follows: "Our role as archivist, as librarian, consists in collecting the documents and presenting them to present and future historians. Thus, desiring to hold strictly to the plan of objectivity, we shall not comment and still less try to impose our opinion on others" (p. 28).

It would be well if archivists everywhere could be persuaded to make similar contributions. They are in a peculiarly favorable position to rectify mistakes in published historical works. But there is a better model than Laurent's study, namely, Pierre Caron's *Les Massacres de Septembre*, published in 1935. It was based on documents brought together by the author in the midst of routine archival work in the Archives Nationales in Paris over a period of fifteen years.—C. L. LOKKE, The National Archives.

Year Book Pennsylvania Federation of Historical Societies (Harrisburg, 1945. Pp. 102). After foregoing an annual meeting and an issue of the *Year Book* in 1943, the Pennsylvania Federation of Historical Societies resumed these activities with the 1944 meeting. Of leading interest in the proceedings of the federation were the resolutions presented to state authorities calling for the construction of an archives building to house public records, and the publication of a bulletin that would outline methods of repairing, preserving and storing records. This bulletin would be made available to borough, city and county governments (pp. 41-42).

In listing the constituent societies with their libraries, publications, and activities, the *Year Book* follows the convenient pattern of the *Handbook* of the American Association for State and Local History.—F. G. HALLEY, The National Archives

NEWS NOTES

KARL L. TREVER, Editor

The National Archives, Washington 25, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

With the present issue of *THE AMERICAN ARCHIVIST* the undersigned ends his responsibility for the journal during a period of more than eight years. He offers his successor, Miss Margaret C. Norton of the Illinois State Library, all good wishes for the loyal co-operation of the officers, the council, and the members of the Society of American Archivists.

He wishes to thank the University of Illinois for its subvention of \$500 a year to cover the costs of editorial assistance. He wishes to thank Miss Ernestine Jenison for devising the format of the journal. He wishes especially to thank the assistant editor, Mr. Charles W. Paape, for relieving him of so much of the responsibility for the content of the journal and for seeing it through the press. He wishes more generally to thank the assistant editors, and all those members of the Society who have assisted with contributions, and with the editing—so hard and so thankless a labor—of the sections of reviews, shorter notices, and news notes. He wishes to thank the officers of the Society who have been ready with help and counsel. He asks permission to mention by name one of the most helpful, now no longer with us, Christopher B. Coleman.

THEODORE C. PEASE

The following committee appointments of the Society of American Archivists for 1945-1946 have been completed:

Archival Bibliography: Karl L. Trever, chairman; Martin P. Claussen, Ernst Posner, Alice E. Smith, James N. Young.

Buildings: Victor Gondos, chairman; Leon de Valinger, Jr., Henry H. Eddy, Morris L. Radoff.

Filing Equipment: Virginia Leddy Gambrell, chairman; Bertha E. Josephson, Marcus W. Price, F. M. Root, S. K. Stevens.

Information: Mrs. Elizabeth E. Hamer, chairman; Roger Thomas, William D. Hoyt, Jr.

International Relations: Fred W. Shipman, chairman; Albert B. Corey, E. Wilder Spaulding, Roscoe R. Hill, Waldo G. Leland.

Photographic Techniques: Vernon D. Tate, chairman; William D. McCain, Grace L. Nute, William D. Overman.

Publication Policies: Leon de Valinger, Jr., chairman; Preston W. Edsall, Luther H. Evans, Philip M. Hamer, Howard H. Peckham.

Records Administration: Philip C. Brooks, chairman; Christopher Crittenden, Harold S. Burt, Helene H. Rogers, Helen L. Chatfield.

Research: Carl L. Lokke, chairman; Herbert O. Brayer, Harry L. Coles, Jr., Robert W. Hill, Ernst Posner, Arthur Larsen.

Uniform Legislation: A. R. Newsome, chairman; Richard B. Morris, Francis S. Philbrick.

Special Committee on Improvement of Provisions for Amending the Constitution: Virginia Leddy Gambrell, chairman; R. D. W. Connor, Margaret C. Norton.

Representatives on Council for Specialized Scholarly Techniques: Christopher Crittenden, Oliver W. Holmes.

Major H. E. Bell, British archives officer serving with the Allied Commission's Subcommission of Monuments, Fine Arts and Archives in Italy, in a recent letter to the secretary of the Society of American Archivists credited much of the success of the subcommission to the work of William D. McCain, member of the Society and director of the Mississippi Department of Archives and History. Major Bell wrote:

As the only British archivist remaining on the staff of this subcommission, I write on behalf of my colleagues, as well as on my own account, to say that much of the success of the Archives work of this subcommission—particularly in connection with modern records—was due to your member, Mr. William D. McCain. We all look back on our association with him as one of the happiest features of our work; and we look forward to co-operation in other fields in the years ahead.

Capt. McCain, who has recently returned to his archival post in Mississippi, served with the U. S. First Army in North Africa and Italy, and was assigned to the subcommission after the fighting ended.

THE NATIONAL ARCHIVES

Copies of the *Eleventh Annual Report of the Archivist of the United States for the Fiscal Year 1944-45*, just published, may be obtained upon request from the assistant administrative secretary. This report will be reviewed in THE AMERICAN ARCHIVIST.

Now that the war is over the National Archives can once again take orders for file microcopies. The program to reproduce on microfilm bodies of records of outstanding research value and to provide positive prints to the public at cost was begun in 1940 but was hampered by war-time reductions in staff and the scarcity of materials. Nevertheless, during the past five years some fourteen hundred rolls of file microcopies have been made. Among the file microcopies completed are the following: population schedules of the census of 1830 for Alabama, Arkansas, Delaware, the District of Columbia, Florida,

Georgia, Illinois, Mississippi, New York, North Carolina and Tennessee; records of the Office of Indian Affairs, consisting of letters sent by the commissioner of Indian affairs, 1824-1869, registers of letters received, 1824-1880, records of the Oregon superintendency of Indian affairs, 1848-1873, and records of the Washington superintendency of Indian affairs, 1853-1874; and records of the Department of State, consisting of consular and diplomatic instructions, 1791-1834, despatches from United States ministers to Great Britain, 1792-1870, despatches from United States ministers to France, 1789-1870, and registers of correspondence, 1870-1906.

The archivist of the United States announces that the following have returned from military service and have rejoined the staff of the National Archives: Thomas H. Bailey, Harry J. Baudu, Henry P. Beers, Frank E. Bridgers, Don B. Cook, Maxcy R. Dickson, Arthur E. Kimberly, Salvatore D. Nerboso, J. Carlisle Ruddy, John F. Simmons, and Charles L. Stewart. Miss Frances T. Bourne and James R. Masterson, members of the staff for more than three years, have transferred to the Bureau of the Budget and the War Department respectively.

Two articles pertaining to records in the National Archives have been published recently. The general records of the Department of Agriculture have been described by Guy A. Lee in *Agriculture History* for October, 1945, while the records of the Washington superintendency of Indian affairs, 1853-1874, have been described by James R. Masterson in the January, 1946, issue of the *Pacific Northwest Quarterly*.

LIBRARY OF CONGRESS

In 1923, President Lincoln's papers, which had been on deposit for many years, were formally presented to the library by his son, Robert Todd Lincoln. The gift was made subject to the following reservation:

. . . to be deposited in the Library of Congress for the benefit of all of the PEOPLE, upon the condition, however, . . . that all of said letters, manuscripts, documents and other papers shall be placed in a sealed vault or compartment and carefully preserved from official or public inspection or private view until after the expiration of twenty one (21) years from the date of my death.

Robert T. Lincoln died July 26, 1926, and thus it will not be before midsummer, 1947, that this treasure will become available to students. In the January preceding his death Mr. Lincoln emended the condition governing the gift so as to give the librarian authority to have made a complete index of the papers. These papers were used by Nicolay and Hay in preparing their *Life of Abraham Lincoln* and may contain little unpublished material calculated to change estimates of men or manners.

As a result of the modification of the terms of the gift, the late John C.

Fitzpatrick, began the preparation of a checklist, but the work was interrupted and was never resumed by him. More recently C. Percy Powell, of the Division of Manuscripts, whose work with the library's Herndon-Weik collection of Lincolniana made him the logical choice for the assignment, undertook the completion of Dr. Fitzpatrick's inventory.

Establishment of a central clearing house of information on government motion picture film and the necessary facilities for the distribution of such film is being undertaken by the Library of Congress. The film under consideration consists principally of 16mm. motion pictures that have already served the original purpose for which they were created and that have been distributed administratively by the agencies of origin. It will consist also, but in a smaller degree, of film inherited from liquidated agencies or as the result of liquidated functions within continuing agencies. The distribution functions being assumed by the Library of Congress will broadly resemble those formerly performed by the Office of War Information.

Catalogues and listings of available film will be published by the Library of Congress as soon as possible and will be made available to film users throughout the country. Government agencies in Washington will be served directly by the library, while distribution to schools, clubs, civic, and industrial groups and the general public will be served through qualified film and book libraries.

The library will not compete with nor attempt to regulate the motion picture programs of other government agencies, either on a production or distribution basis, but will undertake to supplement such programs. It will seek as far as possible to utilize channels already available, such as those of the Office of Education and other agencies interested in secondary distribution. Perhaps the library's greatest contribution in respect to these new activities will be the co-ordination and dissemination of information pertaining to motion picture film.

This proposed film program is in its formative stage and the new obligations it represents cannot be assumed until funds and personnel become available in July. It is urged, therefore, that prospective film users withhold requests for such service pending a further announcement.

TRAINING PROGRAMS IN RECORDS AND ARCHIVES ADMINISTRATION

The National Archives and the Maryland Hall of Records are again co-operating in the presentation of an intensive course on the preservation and administration of archives to be offered by American University, Washington, D.C., from June 17 to July 6, although students may elect to remain an additional week to work on projects. This short course will consist of lectures and laboratory work and will give special consideration to the problems of small institutions. It will be conducted by Ernst Posner, professor of history and archival administration of the American University, Morris L. Radoff,

archivist of the Maryland Hall of Records, and members of the staff of the Maryland Hall of Records and the National Archives. The fee for the entire program, including the fourth week, is forty dollars. Veterans may enroll in the course under provisions of Public Laws 16 and 346. Detailed information may be obtained by writing to Ernst Posner, School of Social Sciences and Public Affairs, American University, 1901 F Street, Washington, D.C.

During the spring term American University is offering a continuation of Dr. Posner's one year course in the "History and Administration of Archives." Miss Helen L. Chatfield, treasurer of the Society of American Archivists and records officer of the Bureau of the Budget, is conducting a course on the "Organization and Procedure for Handling Government Records" during the same term.

The Department of Agriculture Graduate School will not offer its course in "Records Management Procedure" until the fall term.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C.

The Interagency Records Administration Conference is being sponsored currently by the National Archives. It formerly was conducted by the Personnel Management Advisory Service, Examining Division, Civil Service Commission. Since the last report was submitted to THE AMERICAN ARCHIVIST, the conference has held three sessions. The December meeting heard a discussion of the use, standardization, and disposition of the individual personnel record by a panel consisting of O. Glenn Stahl, Federal Security Agency, Kenneth B. Atkinson, Department of Commerce, and Dan Lacy, the National Archives. The January meeting considered federal laws governing records, the speakers being Herman Kahn, the National Archives, L. E. Donaldson, Department of Agriculture, and E. O. Alldredge, Navy Department. The February meeting took the form of an "Information Please" panel led by T. T. Beach, Navy Department, and involved a discussion of the application of schedules. The panel included Capt. R. O. Pennypacker, Surgeon General's Office, Helen F. Collins, War Relocation Authority, Madileen Small, Bureau of Ordnance (Navy), Robye N. Gibson, State Department. The program for the March meeting will deal with statistical records. Reports and abstracts of some papers for the 1945-1946 conference season may be secured by writing Frank E. Bridgers, secretary, Interagency Records Administration Conference, the National Archives, Washington 25, D.C.

OFFICE METHODS BRANCH, NAVY DEPARTMENT

The Records Administration Division, as a part of the peace-time reorganization of the Navy Department, has been given additional functions and a new name. In addition to the management of correspondence, current

records, noncurrent records, and microfilming, which it had throughout the war, it has been given the additional responsibilities of standardizing forms, office supplies, and office equipment for the Navy. To reflect these broader duties its name effective January 1, 1946, is Office Methods Branch, Administrative Office, Navy Department. Commander Herbert E. Angel, USNR, continues as head of the branch with the title of director of office methods.

The headquarters office of the branch consists of the following: three divisions—Forms and Correspondence Management, Records Management, and Standards; a Chief of Field Program Planning; and the Navy Department Records Center. The Forms and Correspondence Management Division is headed by Lt. Commander E. C. Maiden, USNR, whose principal assistant on forms standardization will be Clifford King and whose principal specialist on correspondence management has yet to be selected. Edmund D. Dwyer, who has recently been placed on inactive duty in the naval reserve, will continue as head of the Records Management Division. Assisting him will be Lt. (j.g.) Charles A. Sterman, USNR, for current records management, and Lewis J. Darter for noncurrent records management. Mr. Darter, who has also recently been placed on inactive duty in the naval reserve, served successively while he was in uniform as director of the records centers at Los Angeles, Washington, and Philadelphia, and was previously a member of the staff of the National Archives. In his new post Mr. Darter succeeds Adeline Barry Davee, who removed to Chicago following her recent marriage. No head has been selected as yet for the Standards Division, which is responsible for office equipment and supplies standards and for microfilming. Lt. (j.g.) John E. Souders, USNR, has been designated as officer in charge of Microphotographic Service, however, succeeding Lt. Commander L. Ray Awtrey, USNR, who has been placed on inactive duty in the naval reserve and has accepted a position with the Bureau of Reclamation of the Interior Department. Lt. Everett O. Alldredge, USNR, who established and served as director of the records centers at Philadelphia and Los Angeles, has been designated as chief of Field Program Planning and as such is responsible for the operations of all records centers and district records officers. Paul L. Bishop continues as director of the Navy Department records center in Washington, which he formerly headed as a member of the naval reserve.

Like the former Records Administration Division, the Office Methods Branch directs the operations of records centers at Philadelphia, Los Angeles, New York, and New Orleans and the Naval Records Division of the large naval supply depot at Mechanicsburg. It also has technical direction of records officers and forms standardization officers in each bureau of the Navy Department and in each naval district. The records center in New Orleans was established in January with Lt. Commander J. E. Rice, USNR, who was formerly connected with the WPA Survey of Federal Archives, as director.

The Naval Records Division at Mechanicsburg, which was established at the same time, serves primarily as a depository for the dead storage of contracts and other highly inactive records.

In connection with this reorganization certain appointments and transfers have been made in addition to those mentioned above. Clifford Johnson, formerly a member of the staff of the Philadelphia center and a records analyst in the War Department, and Alice E. Cutter, formerly a communications officer in the Bureau of Naval Personnel and previously connected with the Harvard University Library, have joined the headquarters staff as records analysts. Lt. Commander John D. Bayless, USNR, and Lt. Neisen R. Bank, USNR, have been designated as officers in charge of the centers at Los Angeles and Philadelphia. The staff of the New York center has been augmented by John F. X. Britt, formerly records analyst at the headquarters office in Washington, who will be in charge of the current records management work at the center, and by Eunice Whyte, formerly a WAVE officer and a member of the staff of the National Archives, who will be in charge of noncurrent records management.

The Secretary of the Navy has written letters of commendation and has awarded the Navy Commendation Ribbon to Lt. Commander Emmett J. Leahy, USNR, now associated with Remington Rand, Inc., and Lt. Commander (now Commander) Herbert E. Angel, USNR, for their work during the war as director and assistant director of records administration, respectively.

AMERICAN ARCHIVISTS IN EUROPE

It will be recalled that Sargent B. Child was sent to Germany by the War Department last April for the purpose of making recommendations to the Allied Control Council for Germany (U. S. Group) as to the setting up and operation of an organization to administer captured German records. Mr. Child, whose present title is advisor on archives and libraries, Office of Military Government for Germany (U. S.), recently paid an official visit to the National Archives in Washington. While there he talked briefly of his experience in Germany before an informal meeting of staff members of that agency.

After praising the preliminary work done by Fred W. Shipman, director of the Franklin D. Roosevelt Library, who had preceded him as temporary archives advisor in 1944, Mr. Child described his first consultations with personnel in rear echelons of the Monuments, Fine Arts, and Archives Section at Versailles and his meetings with General Lucius M. Clay and Colonel Henry Newton, which resulting in his establishing the right to advise on archival matters in general. General authority was necessary, he said, because both his colleagues in the section and the G-2 (Intelligence) officers of the army held too limited a view of work with archives. The former, chiefly

experts in the arts, were concerned only with older archives as cultural materials; the latter were interested in enemy records solely from the viewpoint of the military information they contained; whereas his assignment demanded equal concern for the administrative, military, or cultural values of records, whether modern or ancient. He paid tribute to the work of both groups of officers, however, pointing out that in terms of their own fields, their instructions, their training, and the time available to them for archives work, they had done much for the preservation of records in war areas. If they did not do all that we might wish for archives, we must remember that they would not have accomplished so much good in their own fields if they had spent more time dealing with archival problems.

Mr. Child then described conditions at the first "target" he visited—a salt mine in which key intelligence records, stored a half mile below the earth's surface, had been set afire by order of the German government. The fire had been so intense that the ceiling had collapsed, putting out the fire, so that workers seeking to salvage the records had to break up huge blocks of rock salt before the documents could be reached. Although there was great destruction in this depository—only eighteen boxes of records were salvaged—much of the information contained in the collection was found later elsewhere as a result of the German habit of making and preserving numerous carbon copies of administrative papers.

The condition of German records today varies from place to place, Mr. Child said. In some towns the archives are found intact, in others nothing remains but pulp and charred remnants lying in the rubble. Generally speaking the older archives of Germany seem to have suffered least, probably because a large part of them had been evacuated to places of relative safety early in the battle for Germany. Current records suffered severely because they were not moved from the offices until the last possible moment and were hastily stored in relatively unsafe places, oftentimes under enemy fire. In the last days of the Reich the ministerial records of the central government were moved, sometimes with key personnel, to more than two thousand separate repositories. After obtaining a clear picture of the problems confronting him, Mr. Child reported that the task of salvaging and reconstituting the German archives would require a staff of thirty to thirty-five archivists. Although this number could not be obtained for his work, he now has nine specialists on the job in the American zone, who, with the assistance of a carefully selected corps of German archivists, are bringing some order out of chaos so that records are gradually moving back into German custody, although not into German ownership.

Before Mr. Child's arrival in Germany, Dr. Sinclair Armstrong conceived the idea of gathering together and reconstituting all ministerial records of the central government (except the army, navy, and air force records, which

are to be removed from Germany) for the administrative use of Allied Military Government. This scheme, known as the Goldcup Project, included the use of German personnel, often found with the records, as assistants to the American officers in charge. In June, 1945, a large munitions center of four hundred buildings sufficiently intact to house a vast collection of records was found available at Eschenstruth near Kassel. Here the Ministerial (Records) Collecting Center was established and Captain (now Major) Lester Born was placed in charge.

Centers for the collection of other types of records and library materials have been established at Oberammergau, Offenbach, and Landshut, and potential centers exist in the Hesse-Nassau and Baden-Württemberg areas. There is also an Austrian Control Center at Linz. Reports of records and library materials found at various depositories have been maintained in a central file and, in some instances, title-line inventories are being developed. The chief problems faced by Mr. Child and his assistants in the early days were the lack of adequate communication facilities, the locating of competent German archivists, and the constant shifting of corps and divisional headquarters from which clearance for action had to be obtained. After describing the damage done to the Bavarian Military Archives and to the costume collection of the Berlin Opera by rioting displaced persons, Mr. Child told the intriguing story of the finding by troops of the alphabetical and geographical personnel files of the Nazi party in a pulp mill to which they had been sent for maceration.

Mr. Child reported that his staff now included Major Lester Born, Dr. Harold Clem, Dr. Edgar Breitenbach, Dr. Paul Vanderbilt, Lieutenant Kuhlka, Lieutenant Leslie Post, Major Willard Heaps, Jesse Boell, and Captain Seymour Pomrenze, the last two being former members of the National Archives staff. Although not all these men are professionally trained archivists, all are possessed of background knowledge and experience that makes them experts for their work.

Mr. Child concluded his remarks by saying that archives officers had done little microfilming of cultural materials as yet because of G-2 requirements for all microfilming equipment in the European theater.

AMERICAN HISTORICAL ASSOCIATION

Subcommittees of the association's Committee on Historical Source Materials include a Special Committee on Business Records and a Special Committee on Archives. Members of the first of these are Thomas C. Cochran, chairman, Ralph M. Hower, William D. Overman, Oliver W. Holmes, Lewis Ather-ton, Thomas D. Clark, Herbert O. Brayer, and Richard Overton. Members of the second are William D. McCain, chairman, Emmett J. Leahy, Edwin A. Davis, Solon J. Buck, Charles M. Gates, Luther H. Evans, Margaret C. Norton, and Virgil V. Peterson. It is interesting to note that almost all of these persons are members of the Society of American Archivists.

AMERICAN DOCUMENTATION INSTITUTE

The Society of American Archivists was represented at the annual meeting of the American Documentation Institute on January 31 by Vernon D. Tate of the National Archives. Some sixty representatives of member societies and others attended. Watson Davis, the president, proposed that an examination be made of the future objectives and activities of the ADI in the light of the following suggestions included in his mimeographed report:

1. Survey of methods and mechanisms in documentation
2. Survey and listing with sources and prices of document duplication apparatus commercially available
3. Co-operation with commercial and other organizations with the purpose of bringing into production needed document duplication apparatus
4. Extension and promotion of auxiliary publication
5. Co-operation in the governmental plans for the distribution of scholarly and scientific information abroad
6. Co-operation with the United Nations Educational and Scientific Organization, the International Federation For Documentation, and other international organizations
7. Further efforts to bring microfilming-to-order in various libraries into more uniformity as to prices and methods, achieving the ideal of "one big library" for the world from which any scholar or scientist can get what he wants by ordering from any library anywhere
8. Compilation and issuance from time to time of lists of microfilm services offered by libraries and other institutions

Dr. Tate reports that the description of French progress in microphotography during the war period presented by Dr. Atherton Seidell was of particular interest. It appears that the German occupation forced the French to rely upon microfilm. Furthermore, archival microfilming was given great impetus as a result of the loss of the Bibliothèque des Chartes which was bombed and fired during the war. At the same time, engineers who in peace-time would have been otherwise employed were free to work intensively on designs for new microphotographic equipment. Thus a reader has been developed by Le Matériel Téléphonique (French subsidiary of IT&T) that is said to illustrate an entirely different concept of microfilm reading. The Bibliothèque Nationale has built a very elaborate camera and other auxiliary equipment, thereby greatly expanding its postwar services.

THE NATIONAL MICROFILM ASSOCIATION

The National Microfilm Association is considering the issuance of a booklet on various aspects of the work and products of its various member companies. The booklet will probably contain an outline of the types of microfilm equipment now available and the price of each, together with a description of the work which each piece of equipment can do; a statement of the responsibilities

assumed by microfilming companies when producing microfilm as a record medium; a statement of the probable cost of establishing a microfilm service and an indication of the abilities and type of experience necessary for success; a statement of what microfilm is, where it should and can best be used (to serve as a guide to prospective users in determining whether or not microfilm can help solve their problem); and a list of various microfilm services rendered by each company.

Franklin M. Morgan, recently microfilm consultant to the Signal Corps Photographic Center at Astoria, L.I., and formerly president of the Graphic Microfilm Service of New York City has joined the staff of the York Microstat Company. Mr. Morgan assisted in the formation of the NMA and served as its first president. He is also a member of the Society of American Archivists.

The Houston Corporation, 1180 Olympic Boulevard, West Los Angeles, California, has become a full member of the association and Peter Brulatour, 847 Wyoming Avenue, Maywood, New Jersey, has become an affiliate member. Interested archivists may secure copies of the NMA constitution, its list of members, and news releases of the organization by addressing the Association at 303 Lexington Avenue, Suite 208A, New York, 16.

UNIVERSITY MICROFILMS .

Robert E. Booth reports that University Microfilms has recently published a brochure entitled *University Microfilms* describing the activities of the organization in detail. He invites readers of THE AMERICAN ARCHIVIST, particularly those interested in microfilm services, who desire a copy to address University Microfilms at 313 North First Street, Ann Arbor, Michigan. He also calls attention to an article in the February 1 issue of the *Library Journal* describing the new periodical series of University Microfilms which consists of microfilm copies of every American periodical published between 1800 and 1825.

EASTMAN KODAK COMPANY, RECORDAK DIVISION

The National Microfilm Association reports in its *General Bulletin* No. 7 that Recordak has developed a new automatic microfilm camera capable of photographing both sides of a document in one operation. This equipment, known as "Duplex Recordak," will record both sides of 10,000 bank checks (side by side) on 100 feet of 16 mm. film, and in the same operation automatically face stamp each check to certify that it has been microfilmed.

REMINGTON RAND, INC.

Members of the Society of American Archivists will be interested in the recent establishment of a Records Management Services Department as a

new unit in the Systems Division of Remington Rand, Inc. For years Remington Rand has been one of the leading firms engaged in providing business systems, installations, equipment, and supplies. Recognizing the increasing complexity of business and governmental problems, the company has decided there is an appropriate place in their organization for expert counseling on a fee basis in regard to these problems. Emmett J. Leahy, member of the Society of American Archivists, formerly of the National Archives staff and more recently director of records administration in the navy, has been appointed manager of this new department. Mr. Leahy writes that he will inform members of the Society from time to time about the type of problems encountered in his company's program and the nature of the progress made in dealing with them.

FOREIGN NEWS

United Nations

A mimeographed report of recommendations of the Executive Committee of the UN Preparatory Commission, made in London last November, included the "en bloc" transfer to the UN of the nonpolitical functions and activities of the League of Nations "together with its physical assets, such as buildings, in Geneva, the library and the archives." An extensive and useful survey of the record making and record keeping practices of the League of Nations is available in an appendix of Ranshofen-Wertheimer's *International Secretariat* recently issued by the Carnegie Endowment for International Peace.

The National Archives of the United States has submitted for purposes of discussion a *Proposal for the Establishment of a United Nations Archives* to officials of the American government who are concerned with United Nations matters.

International Federation For Documentation (FID)

The federation will hold a "restricted conference" in Paris, probably in April. The program will include a discussion of co-ordination of abstracting bodies, standardization of document sizes, co-ordination of information services, photographic reproduction, classification schemes, the international directory of documentation centers, subject list of periodicals, and rehabilitation of libraries.

Australia

Arrangements have been concluded for the microfilming of valuable historical documents relating to the history of Australia kept in the British Public Record Office. Approximately one million pages of records are involved and the task will take about five years.

The *Annual Report of the South Australia Libraries Board for 1944-45*

indicates that the documents stored in the country during the war are being returned to the archives gradually. Archival accessions during the year included the roll-book of the Australasian Federal Convention, 1897-1898, Port Adelaide shipping registers, 1898-1918, passenger lists of overseas vessels arriving at and leaving Adelaide, 1901-1920. The archivist received fourteen applications from the department to destroy records and from the "condemned material" some correspondence of the warden of standards was salvaged. The reference service handled 1,424 services, including 171 from the Commonwealth Pension Office, and produced 3,992 documents, 171 maps, and 2,037 photographs for students.

Canada

On September 20, 1945, the governor general issued an Order in Council (P.C. 6175) creating a Committee on Public Records under the chairmanship of the secretary of state and consisting of the following officials; a representative to be named by the minister of national defense (Army and Naval Services), representatives to be named by the ministers of National Defense (Air), Public Works, Munitions and Supply, Reconstruction, Labour, and the secretary of state (External Affairs). A secretary was to be provided from the Privy Council Office. The order contains other provisions as follows:

1. The Canadian Historical Association shall be asked to recommend two professional historians to act in an advisory capacity to the Committee to serve at no salary but with expenses to be provided by the government

2. The duties of the Committee shall be to keep under constant review the state of the public records and to consider, advise and concert with departments and agencies of the government on the organization, care, housing, and destruction of public records

3. The Committee shall, as a part of their duties, examine and report on the following:

- a. The preparation by departments and agencies of government of suitable accounts of their wartime activities, and,

- b. The implementing of the approved recommendations of the Royal Commission on Public Records of 1914 regarding the establishment of a public records office, with particular reference to the integration of the Public Archives therein, and the type of organization which should facilitate the best use of the public records.

4. When questions specifically affecting the records of a department are being dealt with, a representative from that department shall be present at the meeting

5. The primary responsibility for the care and maintenance of records and for seeing that the policies of government in respect to disposition of records be carried out so far as to ensure that material of permanent value be not unwittingly destroyed will rest with departments and agencies of the government concerned

6. Each department shall assign responsibility for such superintendence of its records to one or more senior officers, preferably the departmental secretary if such a position exists, or an official of similar rank. The duties of these officers will be to review periodically the state of the departmental records and to reclassify them with a view to disposal or transfer to those of permanent value but not currently required to the Public Archives (or Public Records Office, if established) or to other dominion or provincial departments, or by some form of destruction under existing regulations. These officers will also maintain liaison with agencies responsible to the minister. Recommendations respecting contemplated disposal along the above lines shall be submitted, in all cases, for formal approval of the Committee on Public Records.

Germany

In a broadcast discussion February 9 on the conduct of the Nürnberg trial of Nazi leaders, Charles A. Horsky of Chief Justice Jackson's staff told of two interesting events pertaining to German records. The following paragraph is taken from Mr. Horsky's remarks as printed in the State Department *Bulletin* for February 17, 1946:

One day a young lieutenant on our staff got a tip that there was something very hot hidden in a certain castle in Bavaria which had already been searched. He investigated it again and finally found behind a false wall all the personal papers of Rosenberg, the defendant who was known as the "spiritual leader" of the Nazis. They were all neatly bound in 250 volumes. He also found recordings of Rosenberg's speeches and films showing the Nazi leader outlining Nazi aims. All of these have been of great value at the trial. It was lucky for us that the Germans have such a passion for keeping detailed records of their doings.

Most of the valuable documents, though, didn't turn up that easily. We had to dig them out. For instance, an American reporter, Dan de Luce, was driving past the Air Ministry in Berlin one day in a jeep. He saw some German workmen burning papers that were scattered about from the bombings. He gave two of the men a cigarette apiece to load the rear end of the jeep with a pile of those papers. When he went through them, he noticed a black book marked "The Case of Austria—Closed." It was the complete transcript of all the telephone conversations by Hitler, Goering, Mussolini, and others dealing with the first Nazi aggression—the seizure of Austria. . . .

Persons interested in the history of such discoveries as those described above by Mr. Horsky will want to read L.S.R. Shapiro's copyrighted dispatch of February 24 to the North American Newspaper Alliance, Inc., printed in the *New York Times* and other metropolitan dailies on the next day, describing the secret mission of February 11-12 into Bohemia to discover the buried records of the German occupation of Czechoslovakia.

Great Britain

The British Records Association held its thirteenth annual conference in London on November 13 and 14. The two day program included a meeting of the publications section featuring a discussion of "The Future of Record Publication" led by R. B. Pugh of the Public Record Office, a business meeting of the Records Preservation Section; a discussion meeting on the subject "Records in Peril," (an interchange of experience in regard to (a) special dangers of the present time, (b) local records of the late war, and (c) accumulations in solicitors' offices). A meeting of the Technical Section which discussed "The Schemes for the Training of British Archivists and for a Repairing Centre and School"; a discussion meeting on "The National Register of Archives" led by the registrar, Lt. Col. G.E.G. Malet; and the annual general meeting. The association has distributed printed reports of the Records Preservation Section and of the council for the year 1944-1945.

India

A post-war plan for the "reorganization of historical archives in India" has been drawn up and approved by the Indian Historical Records Commission. The commission has recommended that the plan be forwarded to the government of India, the provincial governments, and the Indian states for necessary action.

The Imperial Record Department has a five-year publication program underway, by which it is proposed to publish in extenso the correspondence of the East India Company with their servants in Bengal between 1748 and 1800 and many other historical documents. Data on these and other archival activities in India are published in the *Proceedings of the Indian Historical Records Commission*, 1945, and in the 1944 *Report of the Imperial Record Department*, both of which will be reviewed in this journal.

Sweden

The annual report (*Meddelanden*) for the year 1944 of the Swedish Royal Archives has been received by the National Archives Library. This report will be reviewed in THE AMERICAN ARCHIVIST.

Venezuela

Word has been received from Ambrosio Perera, director of the General Archives of the Nation, that a Cultural and Historical Investigations Service has been created in the archives. The purpose of the service is to facilitate the relations of the archives with the public in general and with historians in particular. It has as its principal function the lending of fullest co-operation to all persons and institutions concerned with social and historical studies, desiring to

consult documents reposing in the archives or in the library attached thereto, including the making of reproductions of manuscripts or printed matter.

ALABAMA

Mrs. Marie B. Owen, director of the Alabama Department of Archives and History, reports that David L. Darden, formerly historical materials collector for the department, has resigned following his return from the army to accept a position with the Veterans Administration in Augusta, Georgia. Col. Emmett Kilpatrick, associate editor of the *Alabama Historical Quarterly* and professor of languages at Troy State Teachers College has also returned from overseas duty. Mrs. Owen further states that the department's program of translating French archival documents pertaining to the history of Alabama, transcripts of which are in the Library of Congress, has been discontinued. Mrs. Grace Scott, translator, is no longer connected with the department. Friends of Mrs. Owen will be pleased to learn that she is writing a three-volume history of Alabama.

COLORADO

Copies of the *Second Annual Report of the Division of State Archives of the State Historical Society of Colorado* are now available upon request from Virgil V. Peterson, acting state archivist, Denver 2, Colorado. Herbert O. Brayer, director on leave, will depart April 1 for a year's research in British archives in connection with his five-year study of the economic development of the western range cattle industry sponsored by the Rockefeller Foundation.

Dorothy K. Taylor, supervisor of records for the Denver and Rio Grande Western Railroad Company, writes that she has just finished making recommendations for the purchase of new steel filing cabinets for housing current and storage files of the road. Within five years she hopes "to have all the railroad records either in first class cabinets or on film." With twenty-one employees working under her direction, Miss Taylor has microfilmed approximately 21,000,000 documents, the films being housed in humidified steel cabinets in a fire proof vault in the general office building of the company. The latest project she has undertaken is the filming of train sheets, a form of permanent record detailing the movements of every train. These sheets, measuring as much as 7 feet 6 inches by 21 inches, are being filmed on 35 mm. film by a large machine. Three commercial machines and one Model D, each with an operator and assistant, are in production full time. In order to keep all records custodians current in regulations of the Interstate Commerce Commission and the Denver and Rio Grande Western, Miss Taylor has revised Section 15 of the railroad's *Manual of Procedures*. This section gives complete information on all records by form numbers and lists those documents

that cannot be designated by form numbers. Additions to this section are made by monthly correction letters, and it is revised in its entirety once a year.

CONNECTICUT

Charles R. Hale, state military necrologist, died February 13. In addition to locating over forty thousand graves of Connecticut soldiers who participated in all of the wars in which the colony and state of Connecticut participated, indexing over a million headstone inscriptions from over twenty-two hundred cemeteries, and indexing marriage and death records in Connecticut newspapers prior to 1866, Mr. Hale had only recently completed indexing the library's photostat copies of the federal census for the state for 1800-1850.

Rockwell H. Potter, Jr., was appointed chief of the War Records Department of the Connecticut State Library, succeeding Thomas D. Murphy, who resigned to become assistant professor of history at the University of Hawaii. Mrs. Louise G. Bassett, chief of the Church Records Department, and Mrs. Edith Colvin, custodian of Memorial Hall, have retired. Wesley G. Dennen succeeds Mrs. Bassett.

Volume Six of *Public Records of the State of Connecticut from May 1785 through January 1789* has been published recently. This volume of 642 pages was compiled by Leonard Woods Labaree, state historian, and may be obtained from James Brewster, state librarian, at \$5.00 per copy.

Connecticut College has received papers of Frances Perkins, secretary of labor in President Roosevelt's cabinet, 1933-1945. The collection consists chiefly of materials relating to immigration, social security, general correspondence and committee reports.

DELAWARE

Leon de Valinger, state archivist, has received sixty eight colonial documents dealing with land surveys and land warrants for areas around New Castle County. These papers have been in the possession of Pennsylvania for the past 145 years and were sent to Mr. de Valinger by Warren J. Daniel, director of the land office department of Pennsylvania. They became the property of Delaware under an act passed by the Pennsylvania legislature in 1802. In 1704, when Delaware set up its colonial assembly in New Castle, all documents, including land and warrant surveys, were shipped to Philadelphia. When Pennsylvania sought to have the Chesapeake and Delaware Canal dug in 1801, the Delaware legislature refused to pass a bill favoring the project unless Pennsylvania returned its original documents. This week's shipment was evidently the last of the documents that were in Pennsylvania's possession.

The first issue of *Delaware History*, magazine of the Historical Society of Delaware, was published on January 31. Charles L. Reese, Jr., is editor, and Judge Richard S. Rodney, Leon de Valinger, and Richard Riegel are mem-

bers of the editorial board. The journal is planned as a semi-annual.

Miss Gertrude Brinckle, librarian of the society reports that Lt. Grace Heilman and Ens. Dorothy Ditter, formerly librarian and assistant librarian of the society, will not return to Wilmington after their separation from the WAVES. Miss Ruthanna Hindes is assistant librarian.

HAWAII

The Hawaii War Records Depository, established in pursuance of the territorial legislature's Joint Resolution 6 of the 1943 session, has made arrangements to have all OCD records placed in the depository until the history of Hawaii's part in the war has been written. The depository is under the general supervision of the University of Hawaii Faculty War Records Committee. A statement of the work of the depository was published in the University of Hawaii *Bulletin* for December, 1945.

ILLINOIS

The Newberry Library, Chicago, has acquired the papers of Gen. William Vorhees Judson who served with Gen. Goethals at the Panama Canal, and in France and Russia during and immediately after the first World War. Other manuscripts accessioned include the papers of Herman Raster, German emigré of 1848 and editor of the *Illinois Staats-Zeitung*; papers of Joseph Kirkland, midwest literary figure; papers of Francis Fisher Brown, editor of the *Chicago Dial*, 1880-1913; and the papers of Henry B. Fuller, well-known Chicago novelist of the 1890's.

Margaret C. Norton, archivist of Illinois, writes that a civil service examination has been scheduled April 1 for the positions of document archivist and classifier (assistant archivist), field visitor for archives, and for photographers.

KANSAS

The 1945 Kansas legislature appropriated \$33,800 to the Kansas State Historical Society for the establishment of a microfilm division.

MARYLAND

Roger Thomas, assistant archivist, reports that the Maryland Hall of Records has acquired the records of the clerk of court and the register of wills of Kent County prior to 1788 and the records of Queen Anne's County for the same offices with the exception of the land records which will be transferred at a later date. These transfers were made in accordance with the provisions of an act of the 1945 general assembly.

The *Tenth Annual Report of the Archivist of the Hall of Records for the Fiscal Year July 1, 1944 through June 30, 1945*, is ready for distribution.

Also available is *Bulletin* No. 7, *Indexes to Original Records at the Hall of Records*. This is a revision of the guide to *Index Holdings of the Hall of Records* issued as *Bulletin* No. 6.

In addition to a group of Washington papers, the Maryland Historical Society's recent accessions include a manuscript journal of Charles Eaton during travels in Europe, 1839-1841; papers dealing with Jehu Bouldin's proposed survey of Baltimore in 1812; letters between John Taylor, USN, and his father, Baltimore commission merchant, 1849-1855; a volume of pilot certificates, District of Maryland, 1853-1855; and miscellaneous papers of the Ringgold family of Baltimore.

MICHIGAN

The Burton Historical Collection of the Detroit Public Library continues to receive small lots of records, ten years old, from the city of Detroit. The most recent transfer is that of the mayor's correspondence for the years 1934 and 1935. Mrs. Elleine H. Stones, chief of the collection, reports that included among the other manuscripts added in 1945 are: a small group of James Abbott papers, 1781-1831; records of the Detroit Fire Department Phoenix Engine Company No. 5, 1845-1853; a large collection of papers of Emma (Stowell) Fox, prominent Detroit clubwoman; four filing boxes of papers of Gen. John Mason and family, 1888-1919; records of the John Meyer drug business in Mt. Clemens, Michigan, 1833-1926; Michigan history and other papers of Melvin Durfee Osband, 1824-1911; papers of Lois Rankin, including minutes of the Racial Survey Committee meetings, 1929-1933; memorandum book, 1857-1864, of Thomas Rowland, Detroit, including years he was at the U. S. Military Academy; papers and medical diplomas of Isaac S. Smith, 1804-1886; ledger, 1855, of Steer's General Store at Wayne, Michigan; papers of James Vernor, manufacturer of ginger ale; microfilm of a large group of papers of Eber Ward, 1782-1855, early navigator, shipper of fish, and lighthouse keeper at Bois Blanc; docket book of the Wayne County, Michigan Justices Court, 1826-1827; records of the White Pigeon, Michigan, Congregational Church, 1848-1849, and Presbyterian Church, 1830-1919; and records of the Yosemite Crew, Gilbert Wilkes Camp No. 17, United Spanish War Veterans, 1898-1942.

The *Annual Report of the William L. Clements Library* for 1944-1945 has recently been issued. Manuscript and Map Division activities are described on pp. 12-14.

MISSOURI

The University of Missouri has received the papers of Carl Crow, author, traveler, and journalist; the Cahoon correspondence, papers of a prominent

post-civil war Missouri lawyer; the papers of U. S. Senator Peter Norbeck, 1914-1936; the Wood-Holman Papers, 1805-1906, containing much Missouriana; the papers of P. D. Decker, Missouri lawyer and Congressman, 1898-1935; data collected by the Area and Language Study Group; and the records of the O. P. Morton Post of the GAR of Joplin, Missouri.

NEW JERSEY

The following notes regarding New Jersey were submitted by Sidney Goldman, head of the Division of State Library, Archives, and History:

The Public Records Office of New Jersey was established in 1920. Among its responsibilities were: (*a*) the supervision, care and control of the records of extinct public offices and bodies; (*b*) the examination of records of counties, municipalities and public bodies and institutions, as to condition, and establishing rules and regulations concerning their care and preservation; (*c*) accepting the transfer of records from any state department, county, municipality or public body, when such records are not in general use and offered to the Public Records Office; (*d*) acquiring and preserving historical records; and (*e*) authorizing the destruction or disposition of public records by state, county or municipal officers, or by any public body.

The Public Record Office was placed under the State Library in 1941, upon the death of its director, Dr. Carlos E. Godfrey. The State Library was placed in the Division of the State Library, Archives and History, under the Department of Education, in the reorganization which took effect July 1, 1945. The new division consists of four bureaus: Law Library, General Reference Library, Public and School Library Services Bureau, and Archives and History Bureau. The last mentioned will continue the functions of the old Public Record Office. No special personnel having been assigned to public records work since 1941, efforts are now being made to obtain at least one trained assistant.

A study is now being made of the possibility of setting up a central photo-reproduction facility consisting of microfilm units and photostat equipment. The Bureau has requested space in the new State Office Building, the first unit of the state building program.

The library of Princeton University, by the generous donation of the late Stewart B. Hubbell, '07, has received a collection of papers of great interest to students of the early New York state. This comprises historical and legal documents running from 1788 on, including the important "Book of the Phelp-Corham Purchase" with its maps in water color, and legal papers and correspondence pertaining to lands in Monroe and Ontario counties, New York. The Harvey S. Firestone Memorial Library, which will provide fitting and adequate quarters for the manuscripts and archives of Princeton University, is now in the process of construction.

NEW YORK

The Division of Archives and History, State Education Department, has recently issued an interesting mimeographed document entitled *For Solution of Your Public Records Problems: A County Records Depository*. This document is divided into five parts, presented under the following headings: (1) Do you have a records problem? (2) Can your public records problem be solved? (3) What is a central county records depository? (4) Why your solution is a central county records depository; and (5) What can I do to further a central county records depository in my county? Appended is a table showing the estimated immediate economies to be derived from central county records depositories.

The second annual meeting of the New York State Association of County Historians was held in Utica on November 3, 1945. The program included discussion of the services of local historians in their communities and canvassing the possibility of holding a second Institute for Local Historians, such as was held last summer. W. Glenn Norris, county clerk and county historian of Tompkins County, discussed the nature of the records in a county clerk's office and described the service that office can render to county historians. Hermann F. Robinton, supervisor of public records, discussed the need for recapturing official records that have strayed from the custody of public officials and laid emphasis upon the character and importance of records in the furtherance of local government.

The Board of Trustees of the Town and County Officers Training School of the State of New York, in co-operation with the Association of Towns, the County Officers Association, and the Bureau of Public Service Training, is publishing a small bulletin called *Town Clerk Topics*. Articles of interest to archivists or to local historians have appeared—material on local historical societies, the value of vital statistics and war records, the safekeeping of records, etc. All county, city, town, and village clerks, and supervisors get copies, so circulation of such information is widespread. For further information address Edward F. N. Uthe, executive secretary, Association of Towns, TenEyck Hotel, Albany, New York.

The University of Rochester Library has issued the first number of a new *Bulletin*. It will be published three times a year and is edited by John R. Russell, well known to members of the Society of American Archivists as the former head of the catalogue division of the National Archives. The *Bulletin* will carry articles on materials in the library, including manuscripts, and will also furnish the reader with data on manuscript accessions.

The Collection of Regional History at Cornell University, Mrs. Edith M. Fox, acting curator, recently received from Mr. Churchill Cobb of Canisteo several tons of records of the New York and Pennsylvania Railway. This road, extending from Canisteo, New York, to Shingle House, Pennsylvania,

was a consolidation—in 1904—of four previously incorporated railroads. A series of disasters including the great flood of 1935, the depression, the closing of heavy shipping industries, and trucking and bus competition forced it into bankruptcy and abandonment. Covering more than forty years of operation, the records are fairly complete and include daily, monthly, and yearly reports on executive and road operations, bulletins, messages, telegrams, shipping orders, accounts, payroll books, letter books and correspondence files, maps, blue prints of construction and rights of way, scrapbooks of the coupons clipped from company stock, state, interstate, federal, and other reports, even tickets and excursion handbills.

Mrs. Fox has also recently obtained the deposit of thirty-nine volumes of the Holland Land Company records for the Cornell University Collection of Regional History. These had been acquired by the grandfather of Mr. Fred Ryder of Ellicottville, New York, from the old Devereux land office. Covering nine ranges of townships in Cattaraugus and Allegany counties and illustrated by plats, the accounts describe the sales, payments, and reversions, lot by lot, during a period from 1803 to 1863. For 1835, the accounts showed large blocks of land as sold to Goold Hoyt, Rupell H. Nevins, Rufus L. Lord, William Kent, and Nicholas Devereux. The Devereux land office continued its accounts in the same books.

Bill of Rights week in New York state, February 17-23, was appropriately noted by the New York State Library with an unusual exhibit of some of the most precious archival and manuscript documents in the possession of the American people—the original draft of Washington's Farewell Address and the original manuscript of the first, or preliminary, Emancipation Proclamation, of September 22, 1862; Washington's opinion of his surviving generals of the Revolution, written in 1791, and a tabulated account of his household expenses in 1789, both written in his own hand; the document whereby New York in convention at Poughkeepsie in 1788 ratified the Constitution of the United States, with certain amendments which formed a "Bill of Rights," and a resolution of the assembly calling on Congress to incorporate them into the Constitution; the first three constitutions of New York state—1777, 1821, and 1846; the original charter of the territory of New York from Charles II to his brother the Duke of York, 1664; the state library's copy (1674) of the duke's laws; the Dongan charter, 1686, to the city of Albany; and the volume of Dongan laws, 1683-1684, containing acts passed by the first general assembly of the Province of New York, and papers found in Major Andre's boots when he was captured.

Thomas F. O'Connor, historiographer of the archdiocese of New York and member of the Society of American Archivists, was elected president of the American Catholic Historical Association at its annual meeting in Washington in December. Mr. O'Connor's paper on "Catholic Archives of the United

States," read at the joint meeting of the Society of American Archivists and the American Association for State and Local History last November, has been printed in the January, 1946, number of the *Catholic Historical Review*. It will also be published as one of the papers in a forthcoming *Bulletin* of the American Association for State and Local History.

The New York Historical Society has recently accessioned eight account books of Aaron Belknap, Newburgh, New York, lawyer and master in chancery, together with his papers as postmaster of Newburgh; deeds and other papers pertaining to the famous Lenox Farm, New York City; account books of Henry Remsen; business records of Richard Irwin and Company, commission merchants and bankers of New York City, 1799-1911; seventy-nine photographs of the Anti-Motorboat Boom, and Anti-Submarine Net in New York Harbor, 1941-1942, and a large collection of photographs of naval vessels, 1941-1945; more than three thousand glass negatives of buildings, street scenes, and historical landmarks of early twentieth-century New York City; and twenty-eight letter press books and thirty-six boxes of letters of I. N. Phelps Stokes, 1898-1937.

Colgate University has issued an eleven page descriptive statement about the Samuel Colgate Historical Collection, said to be the largest body of Baptist historical materials in this country.

NORTH CAROLINA

The North Carolina Society of County Historians met at Chapel Hill on November 17. R. E. Wicker of Pinehurst was elected president, succeeding Prof. Phillip Russell of Chapel Hill.

The Historical Society of North Carolina was organized in Chapel Hill on November 17. Alice Baldwin of Duke University was elected president and Cecil Johnson of the University of North Carolina, treasurer. Christopher Crittenden, director of the North Carolina Department of Archives and History, and member of the Society of American Archivists, is a member of the executive council.

The Southern Historical Collection of the University of North Carolina Library has received a collection of papers of John Macpherson Berrier, former U. S. senator and attorney general of the United States.

OHIO

Bertha E. Josephson, head of the Department of Documents at the Ohio State Archaeological and Historical Society, is on six months' leave of absence. She will continue to edit the *Ohio State Archaeological and Historical Quarterly*, although her other duties will be performed by Elizabeth C. Biggert, a former staff member recently separated from the WAVES. Miss Josephson has begun the publication in the *Quarterly* of a catalogue of the manu-

script collections of the society, the first installment having appeared in the January-March issue, p. 44-67. Cataloguing is being done "according to the unit card method" and collections are entered in the catalogue alphabetically. Collections through the letters "Camp" have been covered, a total of ninety-five collections in all, and these, plus some miscellaneous letters mentioned in the April, 1945, issue of the *Quarterly*, have resulted in the addition of 6,549 cards to the catalogue.

OREGON

The Oregon Historical Society has accessioned a collection of twelve thousand photographic negatives made by Ralph Gifford pertaining to the Northwest. Most of these were made prior to 1909. Another collection of photographs acquired was made by Watkins and depicts the Columbia River at various points during the 1880's and 1890's. The society also has on loan fifty-five cases of the Oregon Rivers and Harbors file of the Division Office of the U. S. Army Engineers.

The Oregon State Defense Council has transferred its administrative records to the Oregon state archives as the first accession since the arrival of the archivist. The files include a general file of the administrator; the Civilian Protection Division and the administrator's staff, 1941-1945; the files of Civilian War Services, 1942-1944, and of the Consumers' Interest Division, 1941-1943. An inventory of early files of the administrator, 1941-1942, and of all the files of Consumers' Interest Division and Civilian War Services has been completed, and the records are now open for the use of students of our war-time experience in Oregon.

PENNSYLVANIA

The National Microfilm Association reports in its *Membership Bulletin* No. 7 that Pennsylvania is microfilming records of the Land Office of the Department of Internal Affairs. One set of the microfilms will be kept at Harrisburg, the state capitol, for use in lieu of the original records, and another set will be stored in a safety deposit vault some distance from the capitol. These records cover about twenty-nine million acres of land and date back to 1682 when the land office was established.

SOUTH CAROLINA

A brief report on the activities of the South Carolina Historical Commission for 1944-1945 has been issued by its director, Mr. A. S. Salley.

TENNESSEE

Mrs. John Trotwood Moore, state archivist, has been engaged in compiling from the original manuscript volumes in the Tennessee archives, a record of

the names of the men commissioned as officers in the Tennessee militia after the admission of the state to the Union in 1796. These records are being published serially in the *Tennessee Historical Quarterly*, beginning in the March, 1942, issue. To date, the record has been published from 1796 through the year 1811. The list is arranged chronologically, the names appearing alphabetically by counties. This work was begun with a view to aiding historians in the preparation and publication of county histories which was decided upon by the Tennessee Historical Commission as a project in the celebration of the sesquicentennial of the state in 1946.

Mr. Robert T. Quarles, Jr., assistant to Mrs. Moore, spent the month of November in the National Archives checking on some Tennessee military records which had been photostated for the division some years ago.

TEXAS

The National Microfilm Association reports in its *Membership Bulletin* No. 7 that County Judge A. Templeton of Dallas, Texas, has recommended the use of microfilm for recording discharges of returning war veterans. Approximately 750 discharges are received weekly for recording in the county clerk's office and it is estimated that microfilm recording would save \$15,000 and much clerical time for the county.

VIRGINIA

W. Edwin Hemphill has succeeded Lester J. Cappon as director of the Virginia World War II History Commission. Dr. Cappon resigned, effective January 1, 1946, because of his new duties as research editor of the Institute of Early American History and Culture in Williamsburg. In connection with its sponsorship of local war histories to be published by a score or more of Virginia counties and cities, the commission published last October a twelve-page circular titled *Writing Your Community's War History: Some Suggestions on Contents and Sources of Information*, which includes a chronological and topical outline. Copies of this circular may be had upon request addressed to the commission at the University of Virginia Library, Charlottesville.

The *Annual Report of the Virginia State Library for 1944-45* includes a section, pp. 8-10, relating to the activities of the Archives Division headed by William Van Schreeven.

WEST VIRGINIA

Mrs. Roy Bird Cook has succeeded Bess Harrison as director of the state Department of Archives and History effective February 17.